



Shaga Consulting & Recruiting

Contract • Temporaries • Permanent

Providing the Most Qualified People for our Clients' needs

Shaga Consulting & Recruiting Inc. (SCR) was founded in 2000 as a staffing company. SCR has experienced unparalleled growth in all our areas of expertise based on a precious principle: providing the most qualified people for our clients' staffing needs.

SCR offers:

- Short and long term supplemental (temporary) staffing
- Supplemental-to-direct staffing
- Direct placement
- On-site managed services
- Executive search for small and large businesses across the country



SCR provides workforce flexibility with staffing solutions for office services, manufacturing, accounting, engineering, information technology, law, science, marketing, light industrial, education, health care and home care.

SCR uses state-of-the-art technology, processes and certifications to deliver unparalleled services in the area of career consulting and human performance improvements. SCR works closely with clients and candidates to craft successful human capital strategies and solutions. SCR's seamless global network, time-proven search process and broad industry and regional expertise provide the competitive advantage necessary to recruit and develop world-class staffing solutions. SCR's excellent reputation is derived from placing emphasis on quality service provision, recruiting talented personnel and embracing an uncompromising dedication to customer satisfaction.

SCR's obligation does not end with just placing workers; we continue to ensure client satisfaction with a 100% unconditional employee guarantee and continuous assessment of their needs with business reviews and satisfaction surveys. Whether you are staffing for peak seasonal periods or a special project, SCR will gain a thorough understanding of your environment, business goals, customer profiles and agent profiles to place a right employee.

One of SCR's greatest strengths is its ability to apply creative, flexible, and consistently effective management techniques to each assignment. Active involvement of SCR's senior management assures quality control and client satisfaction. We are able to reduce staffing overtime, improve service reliability, generate accurate invoices, and ensure efficient management of field personnel. The result is a staffing service that is both cost-effective and accountable.

Certifications

- GMSDC (Georgia Minority Supplier Development Council) affiliated with NMSDC (National Minority Supplier Development Council) as a minority owned and managed company
- Certified by Dougherty County; City of Albany; Water, Gas & Light Commission; Albany Tomorrow Inc.; Dougherty County School System as a Small Disadvantaged Business Enterprise.

Our Core Values

- Trust, integrity, honesty and ethical behavior
- Commitment to quality and customer satisfaction
- Dedication to exceptional service and commitment
- Professional excellence and high performance
- Innovation, creativity and open-mindedness
- Employee participation, contribution and teamwork
- Growth, community and industry leadership

GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>.

SCHEDULE TITLE: 736 - Temporary Administrative and Professional Staffing Services (TAPS)
FSC Group: 736

Contract No. GS-07F-0463U

CONTRACT PERIOD: August 1, 2008 through July 31, 2013

For more information on ordering from the Federal Supply Schedule for Temporary, Administrative and Professional Staffing Services click on the Ordering Procedures button at <http://www.gsa.gov/tempservices>.

CONTRACTOR: Shaga Consulting & Recruiting, Incorporated
1807 Devon Drive
Albany, GS 31721-6234
Phone number: 229.291.3555
Fax number: 229.434.9101
E-Mail: scr@globalscr.com
Web Site: <http://www.globalscr.com>

CONTRACTOR'S ADMINISTRATION SOURCE: Navin Patel, Office Manager

BUSINESS SIZE: Small Women Owned Business

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	DESCRIPTION
736-1	Administrative Support and Clerical Occupations
736-2	Automatic Data Processing Occupations
736-3	General Services and Support Occupations
736-4	Information and Arts Occupations, Including Miscellaneous Occupations
736-5	Technical and Professional Occupations

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: Not Applicable

1c. HOURLY RATES AND DESCRIPTION OF ALL CORRESPONDING COMMERCIAL JOB TITLES, EXPERIENCE, FUNCTIONAL RESPONSIBILITY, AND EDUCATION: All hourly rates shown are firm fixed price. See the following price list for hourly rates by location and labor category. See the Job Descriptions provided after the pricing information.

2. MAXIMUM ORDER*: \$100,000 per SIN

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: \$100

4. GEOGRAPHIC COVERAGE:

Atlanta, GA	Wage Determination #	05-2133	Revision #	4	Dated:	02/11/2008
Chicago, IL	Wage Determination #	05-2167	Revision #	6	Dated:	05/29/2008
Dallas, TX	Wage Determination #	05-2509	Revision #	5	Dated:	05/29/2008

Fort Worth, TX	Wage Determination #	05-2513	Revision #	5	Dated:	05/29/2008
Denver, CO	Wage Determination #	05-2081	Revision #	5	Dated:	05/29/2008
Detroit, MI	Wage Determination #	05-2273	Revision #	6	Dated:	05/29/2008
Houston, TX	Wage Determination #	05-2515	Revision #	5	Dated:	05/29/2008
Indianapolis, IN	Wage Determination #	05-2193	Revision #	5	Dated:	05/29/2008
Kansas City, MO-KS	Wage Determination #	05-2307	Revision #	6	Dated:	05/29/2008
Los Angeles, CA	Wage Determination #	05-2047	Revision #	7	Dated:	05/29/2008
Norfolk, VA	Wage Determination #	05-2543	Revision #	7	Dated:	05/29/2008
Philadelphia, PA	Wage Determination #	05-2449	Revision #	6	Dated:	05/29/2008
Sacramento, CA	Wage Determination #	05-2055	Revision #	7	Dated:	05/29/2008
San Jose, CA	Wage Determination #	05-2061	Revision #	6	Dated:	05/29/2008
Seattle, WA	Wage Determination #	05-2563	Revision #	7	Dated:	05/29/2008

5. **POINT(S) OF PRODUCTION:** Not Applicable
6. **DISCOUNT FROM LIST PRICES:** Not Applicable
7. **QUANTITY DISCOUNT(S):** None.
8. **PROMPT PAYMENT TERMS:** 1%/10; Net/30.
- 9a. **Government Purchase Cards are accepted at or below the micro-purchase threshold.**
- 9b. **Government Purchase Cards are not accepted above the micro-purchase threshold.**
10. **FOREIGN ITEMS:** None
- 11a. **TIME OF DELIVERY:** Not Applicable
- 11b. **EXPEDITED DELIVERY:** Not Applicable
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** Not Applicable
- 11d. **URGENT REQUIREMENTS:** Agencies can contact the Contractor's representative to effect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
12. **FOB POINT:** NOT APPLICABLE
- 13a. **ORDERING ADDRESS:**
1807 Devon Drive
Albany, GS 31721-6234
14. **PAYMENT ADDRESS:**
1807 Devon Drive
Albany, GS 31721-6234
15. **WARRANTY PROVISION:** Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.
16. **EXPORT PACKING CHARGES:** Not Applicable
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** Not Applicable
18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** Not Applicable
19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** Not Applicable
20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** Not Applicable
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** Not Applicable
21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** Not Applicable

- 22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** Not Applicable
- 23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** Not Applicable
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** Not Applicable
- 24b. **Section 508 Compliance for EIT:** Not Applicable
- 25. **DUNS NUMBER:** 013218271
- 26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** Contractor has an Active Registration in the CCR database.

SHAGA CONSULTING & RECRUITING, INC. - PRICE PROPOSAL

Location = Atlanta, GA, Wage Determination Number 05-2133, Revision Number 5 dated 06/17/2008

Skill Category	Total GSA Price
736-1, Administrative Support and Clerical Occupations	
Administrative Assistant	\$41.27
Accounting Clerk I	\$23.88
Accounting Clerk II	\$25.81
Accounting Clerk III	\$28.49
Court Reporter	\$36.08
Motor Vehicle Dispatcher	\$33.29
Document Preparation Clerk	\$22.93
Messenger Courier	\$21.61
Duplicating Machine Operator	\$22.93
General Clerk I	\$22.22
General Clerk II	\$26.49
General Clerk III	\$28.31
Housing Referral Assistant	\$37.53
Data Entry Operator I	\$24.97
Data Entry Operator II	\$27.88
Order Clerk I	\$22.43
Order Clerk II	\$25.06
Personnel Assistant (employment) I	\$27.10
Personnel Assistant (employment) II	\$29.94
Personnel Assistant (employment) III	\$33.06
Production Control Clerk	\$35.38
Rental Clerk	\$25.75
Secretary I	\$26.30
Secretary II	\$30.53
Secretary III	\$34.45
Service Order Dispatcher	\$28.15
Receptionist	\$23.98
Travel Clerk I	\$23.92
Travel Clerk II	\$25.83
Travel Clerk III	\$27.55
Word Processor I	\$22.94
Word Processor II	\$25.86
Word Processor III	\$29.20
Maintenance Scheduler	\$28.40
Survey Worker	\$29.50

Location = Atlanta, GA, Wage Determination Number 05-2133, Revision Number 5 d	
Skill Category	Total GSA Price
SIN 736-2, AUTOMATIC DATA PROCESSING OCCUPATIONS	
Computer Operator I	\$28.38
Computer Operator II	\$32.10
Computer Operator III	\$35.43
Computer Operator IV	\$39.00
Computer Operator V	\$44.24
Computer Programmer I	\$42.61
Computer Programmer II	\$42.95
Computer Programmer III	\$0.00
Computer Programmer IV	\$0.00
Computer Systems Analyst I	\$0.00
Computer Systems Analyst II	\$0.00
Computer Systems Analyst III	\$0.00
Peripheral Equipment Operator	\$28.38
Personal Computer Support Technician	\$39.00
Location = Atlanta, GA, Wage Determination Number 05-2133, Revision Number 5 d	
Skill Category	Total GSA Price
SIN 736-3, GENERAL SERVICES AND SUPPORT OCCUPATIONS	
Forklift Operator	\$28.65
Janitor	\$22.02
Laborer, Grounds Maintenance	\$22.54
Material Coordinator	\$36.35
Material Handling Laborer	\$25.94
Order Filler	\$24.19
Shipping/Receiving Clerk	\$24.20
Shipping Packer	\$26.26
Store Worker I	\$23.04
Stock Clerk	\$28.91
Tools and Parts Attendant	\$28.67
Warehouse Specialist	\$28.65
Electrician (Maintenance)	\$40.62
Electronics Technician Maintenance I	\$33.15
Electronics Technician Maintenance II	\$43.76
Electronics Technician Maintenance III	\$48.01
General Maintenance Worker	\$31.68
Machinery Maintenance Mechanic	\$37.23
Machinist, Maintenance	\$34.82
Pipe fitter (Maintenance)	\$38.21
Plumber (Maintenance)	\$36.54
Location = Atlanta, GA, Wage Determination Number 05-2133, Revision Number 5 d	
Skill Category	Total GSA Price
SIN 736-4, INFORMATION AND ARTS OCCUPATIONS, INCLUDING MISCELL	
Illustrator I	\$36.02
Illustrator II	\$40.15

Illustrator III	\$47.70
Librarian	\$46.48
Library Technician	\$26.00
Photographer I	\$25.91
Photographer II	\$26.80
Photographer III	\$32.41
Photographer IV	\$38.39
Photographer V	\$40.69
Food Service Worker	\$19.61
Cashier	\$19.38
Desk Clerk	\$20.78
Lifeguard	\$23.01

Location = Atlanta, GA, Wage Determination Number 05-2133, Revision Number 5

Skill Category	Total GSA Price
SIN 736-5, TECHNICAL AND PROFESSIONAL OCCUPATIONS	
Cartographic Technician	\$40.21
Civil Engineering Technician	\$32.41
Drafter/CAD Operator I	\$32.35
Drafter/CAD Operator II	\$33.50
Drafter/CAD Operator III	\$36.52
Drafter/CAD Operator IV	\$44.32
Engineering Technician I	\$28.49
Engineering Technician II	\$33.54
Engineering Technician III	\$35.69
Engineering Technician IV	\$41.24
Engineering Technician V	\$49.69
Engineering Technician VI	\$56.03
Environmental Technician	\$38.94
Paralegal/Legal Assistant I	\$32.67
Paralegal/Legal Assistant II	\$38.92
Paralegal/Legal Assistant III	\$46.78
Paralegal/Legal Assistant IV	\$51.98
Laboratory Technician	\$31.18
Technical Writer I	\$44.14
Technical Writer II	\$48.75
Technical Writer III	\$54.84

SHAGA CONSULTING & RECRUITING, INC. - PRICE PROPOSAL

Location = Chicago, IL, Wage Determination Number 05-2167, Revision Number 6 dated 5/29/2008

Skill Category	Total GSA Price
736-1, Administrative Support and Clerical Occupations	
Administrative Assistant	\$43.19
Accounting Clerk I	\$27.44
Accounting Clerk II	\$31.03
Accounting Clerk III	\$33.36
Court Reporter	\$32.85
Motor Vehicle Dispatcher	\$35.52
Document Preparation Clerk	\$23.73
Messenger Courier	\$19.65
Duplicating Machine Operator	\$23.73
General Clerk I	\$22.91
General Clerk II	\$24.59
General Clerk III	\$28.89
Housing Referral Assistant	\$36.79
Data Entry Operator I	\$24.57
Data Entry Operator II	\$27.87
Order Clerk I	\$24.01
Order Clerk II	\$26.05
Personnel Assistant (employment) I	\$29.69
Personnel Assistant (employment) II	\$32.84
Personnel Assistant (employment) III	\$36.21
Production Control Clerk	\$35.50
Rental Clerk	\$29.59
Secretary I	\$32.05
Secretary II	\$33.70
Secretary III	\$36.79
Service Order Dispatcher	\$32.85
Receptionist	\$23.73
Travel Clerk I	\$23.05
Travel Clerk II	\$24.65
Travel Clerk III	\$26.41
Word Processor I	\$24.03
Word Processor II	\$29.17
Word Processor III	\$32.90
Maintenance Scheduler	\$32.05
Survey Worker	\$31.32

Location = Chicago, IL, Wage Determination Number 05-2167, Revision Number 6	
Skill Category	Total GSA Price
SIN 736-2, AUTOMATIC DATA PROCESSING OCCUPATIONS	
Computer Operator I	\$29.17
Computer Operator II	\$31.35
Computer Operator III	\$34.50
Computer Operator IV	\$38.97
Computer Operator V	\$43.34
Computer Programmer I	\$38.72
Computer Programmer II	\$0.00
Computer Programmer III	\$0.00
Computer Programmer IV	\$0.00
Computer Systems Analyst I	\$0.00
Computer Systems Analyst II	\$0.00
Computer Systems Analyst III	\$0.00
Peripheral Equipment Operator	\$29.17
Personal Computer Support Technician	\$41.35
Location = Chicago, IL, Wage Determination Number 05-2167, Revision Number 6	
Skill Category	Total GSA Price
SIN 736-3, GENERAL SERVICES AND SUPPORT OCCUPATIONS	
Forklift Operator	\$30.38
Janitor	\$24.74
Laborer, Grounds Maintenance	\$26.19
Material Coordinator	\$38.54
Material Handling Laborer	\$34.03
Order Filler	\$25.49
Shipping/Receiving Clerk	\$28.15
Shipping Packer	\$29.80
Store Worker I	\$25.10
Stock Clerk	\$31.89
Tools and Parts Attendant	\$30.44
Warehouse Specialist	\$30.18
Electrician (Maintenance)	\$57.39
Electronics Technician Maintenance I	\$43.66
Electronics Technician Maintenance II	\$45.47
Electronics Technician Maintenance III	\$48.16
General Maintenance Worker	\$38.26
Machinery Maintenance Mechanic	\$42.39
Machinist, Maintenance	\$46.99
Pipe fitter (Maintenance)	\$47.06
Plumber (Maintenance)	\$43.93
Location = Chicago, IL, Wage Determination Number 05-2167, Revision Number 6	
Skill Category	Total GSA Price
SIN 736-4, INFORMATION AND ARTS OCCUPATIONS, INCLUDING MISCELLANEOUS	
Illustrator I	\$35.13
Illustrator II	\$44.18

Illustrator III	\$51.56
Librarian	\$48.72
Library Technician	\$27.57
Photographer I	\$31.08
Photographer II	\$34.70
Photographer III	\$41.96
Photographer IV	\$50.62
Photographer V	\$58.82
Food Service Worker	\$21.00
Cashier	\$20.59
Desk Clerk	\$23.35
Lifeguard	\$23.78

Location = Chicago, IL, Wage Determination Number 05-2167, Revision Number 6

Skill Category	Total GSA Price
SIN 736-5, TECHNICAL AND PROFESSIONAL OCCUPATIONS	
Cartographic Technician	\$45.57
Civil Engineering Technician	\$40.80
Drafter/CAD Operator I	\$29.83
Drafter/CAD Operator II	\$33.01
Drafter/CAD Operator III	\$36.54
Drafter/CAD Operator IV	\$48.68
Engineering Technician I	\$28.02
Engineering Technician II	\$31.54
Engineering Technician III	\$37.37
Engineering Technician IV	\$45.52
Engineering Technician V	\$55.31
Engineering Technician VI	\$74.86
Environmental Technician	\$34.86
Paralegal/Legal Assistant I	\$33.42
Paralegal/Legal Assistant II	\$40.62
Paralegal/Legal Assistant III	\$48.97
Paralegal/Legal Assistant IV	\$58.60
Laboratory Technician	\$36.54
Technical Writer I	\$41.42
Technical Writer II	\$49.80
Technical Writer III	\$59.34

SHAGA CONSULTING & RECRUITING, INC. - PRICE PROPOSAL

Location = Dallas, TX, Wage Determination Number 05-2509, Revision Number 5 dated 05/29/2008

Skill Category	Total GSA Price
736-1, Administrative Support and Clerical Occupations	
Administrative Assistant	\$38.56
Accounting Clerk I	\$24.81
Accounting Clerk II	\$27.46
Accounting Clerk III	\$30.33
Court Reporter	\$29.29
Motor Vehicle Dispatcher	\$33.72
Document Preparation Clerk	\$22.05
Messenger Courier	\$18.63
Duplicating Machine Operator	\$22.05
General Clerk I	\$19.40
General Clerk II	\$22.24
General Clerk III	\$25.26
Housing Referral Assistant	\$34.48
Data Entry Operator I	\$22.41
Data Entry Operator II	\$24.15
Order Clerk I	\$23.01
Order Clerk II	\$26.28
Personnel Assistant (employment) I	\$26.72
Personnel Assistant (employment) II	\$29.51
Personnel Assistant (employment) III	\$33.89
Production Control Clerk	\$34.63
Rental Clerk	\$25.94
Secretary I	\$28.12
Secretary II	\$30.11
Secretary III	\$34.48
Service Order Dispatcher	\$28.17
Receptionist	\$24.21
Travel Clerk I	\$22.22
Travel Clerk II	\$23.63
Travel Clerk III	\$25.12
Word Processor I	\$23.34
Word Processor II	\$25.94
Word Processor III	\$29.29
Maintenance Scheduler	\$28.12
Survey Worker	\$29.29

Location = Dallas, TX, Wage Determination Number 05-2509, Revision Number 5 d

Skill Category	Total GSA Price
SIN 736-2, AUTOMATIC DATA PROCESSING OCCUPATIONS	
Computer Operator I	\$27.71
Computer Operator II	\$30.61
Computer Operator III	\$35.85
Computer Operator IV	\$41.95
Computer Operator V	\$46.09
Computer Programmer I	\$40.71
Computer Programmer II	\$46.57
Computer Programmer III	\$46.57
Computer Programmer IV	\$46.57
Computer Systems Analyst I	\$46.57
Computer Systems Analyst II	\$46.57
Computer Systems Analyst III	\$46.57
Peripheral Equipment Operator	\$27.43
Personal Computer Support Technician	\$41.95

Location = Dallas, TX, Wage Determination Number 05-2509, Revision Number 5 d

Skill Category	Total GSA Price
SIN 736-3, GENERAL SERVICES AND SUPPORT OCCUPATIONS	
Forklift Operator	\$29.14
Janitor	\$19.97
Laborer, Grounds Maintenance	\$20.57
Material Coordinator	\$35.96
Material Handling Laborer	\$25.31
Order Filler	\$23.66
Shipping/Receiving Clerk	\$23.13
Shipping Packer	\$24.58
Store Worker I	\$20.05
Stock Clerk	\$27.60
Tools and Parts Attendant	\$28.43
Warehouse Specialist	\$28.53
Electrician (Maintenance)	\$38.49
Electronics Technician Maintenance I	\$37.41
Electronics Technician Maintenance II	\$46.46
Electronics Technician Maintenance III	\$52.62
General Maintenance Worker	\$30.33
Machinery Maintenance Mechanic	\$36.59
Machinist, Maintenance	\$30.06
Pipe fitter (Maintenance)	\$37.61
Plumber (Maintenance)	\$36.12

Location = Dallas, TX, Wage Determination Number 05-2509, Revision Number 5 d

Skill Category	Total GSA Price
SIN 736-4, INFORMATION AND ARTS OCCUPATIONS, INCLUDING MISCELL	
Illustrator I	\$36.16
Illustrator II	\$44.00

Illustrator III	\$48.96
Librarian	\$52.75
Library Technician	\$24.37
Photographer I	\$25.81
Photographer II	\$29.81
Photographer III	\$36.44
Photographer IV	\$42.29
Photographer V	\$48.14
Food Service Worker	\$18.82
Cashier	\$18.44
Desk Clerk	\$20.06
Lifeguard	\$22.54

Location = Dallas, TX, Wage Determination Number 05-2509, Revision Number 5 da

Skill Category	Total GSA Price
SIN 736-5, TECHNICAL AND PROFESSIONAL OCCUPATIONS	
Cartographic Technician	\$41.05
Civil Engineering Technician	\$36.77
Drafter/CAD Operator I	\$30.53
Drafter/CAD Operator II	\$33.76
Drafter/CAD Operator III	\$37.26
Drafter/CAD Operator IV	\$45.08
Engineering Technician I	\$26.02
Engineering Technician II	\$28.79
Engineering Technician III	\$31.82
Engineering Technician IV	\$38.64
Engineering Technician V	\$46.54
Engineering Technician VI	\$55.64
Environmental Technician	\$39.72
Paralegal/Legal Assistant I	\$31.24
Paralegal/Legal Assistant II	\$37.92
Paralegal/Legal Assistant III	\$45.65
Paralegal/Legal Assistant IV	\$54.54
Laboratory Technician	\$38.20
Technical Writer I	\$35.33
Technical Writer II	\$42.50
Technical Writer III	\$50.75

SHAGA CONSULTING & RECRUITING, INC. - PRICE PROPOSAL

Location = Denver, CO, Wage Determination Number 05-2081, Revision Number 5 dated 05/29/2008

Skill Category	Total GSA Price
736-1, Administrative Support and Clerical Occupations	
Administrative Assistant	\$38.78
Accounting Clerk I	\$25.47
Accounting Clerk II	\$29.04
Accounting Clerk III	\$32.09
Court Reporter	\$31.19
Motor Vehicle Dispatcher	\$31.19
Document Preparation Clerk	\$23.52
Messenger Courier	\$20.14
Duplicating Machine Operator	\$23.52
General Clerk I	\$22.41
General Clerk II	\$24.09
General Clerk III	\$26.64
Housing Referral Assistant	\$34.99
Data Entry Operator I	\$22.44
Data Entry Operator II	\$26.16
Order Clerk I	\$26.35
Order Clerk II	\$27.90
Personnel Assistant (employment) I	\$27.59
Personnel Assistant (employment) II	\$29.36
Personnel Assistant (employment) III	\$33.15
Production Control Clerk	\$34.28
Rental Clerk	\$27.32
Secretary I	\$29.15
Secretary II	\$31.40
Secretary III	\$35.32
Service Order Dispatcher	\$23.98
Receptionist	\$22.65
Travel Clerk I	\$22.87
Travel Clerk II	\$23.82
Travel Clerk III	\$25.26
Word Processor I	\$23.92
Word Processor II	\$27.79
Word Processor III	\$29.58
Maintenance Scheduler	\$29.15
Survey Worker	\$29.58

Location = Denver, CO, Wage Determination Number 05-2081, Revision Number 5 date	
Skill Category	Total GSA Price
SIN 736-2, AUTOMATIC DATA PROCESSING OCCUPATIONS	
Computer Operator I	\$29.29
Computer Operator II	\$32.51
Computer Operator III	\$37.53
Computer Operator IV	\$41.27
Computer Operator V	\$45.38
Computer Programmer I	\$34.77
Computer Programmer II	\$42.18
Computer Programmer III	\$46.57
Computer Programmer IV	\$46.57
Computer Systems Analyst I	\$46.57
Computer Systems Analyst II	\$46.57
Computer Systems Analyst III	\$46.57
Peripheral Equipment Operator	\$29.29
Personal Computer Support Technician	\$41.27
Location = Denver, CO, Wage Determination Number 05-2081, Revision Number 5 date	
Skill Category	Total GSA Price
SIN 736-3, GENERAL SERVICES AND SUPPORT OCCUPATIONS	
Forklift Operator	\$28.58
Janitor	\$23.95
Laborer, Grounds Maintenance	\$29.27
Material Coordinator	\$37.33
Material Handling Laborer	\$29.98
Order Filler	\$23.91
Shipping/Receiving Clerk	\$24.68
Shipping Packer	\$26.10
Store Worker I	\$23.16
Stock Clerk	\$27.71
Tools and Parts Attendant	\$30.49
Warehouse Specialist	\$27.84
Electrician (Maintenance)	\$42.46
Electronics Technician Maintenance I	\$38.01
Electronics Technician Maintenance II	\$41.15
Electronics Technician Maintenance III	\$43.48
General Maintenance Worker	\$33.04
Machinery Maintenance Mechanic	\$39.38
Machinist, Maintenance	\$35.58
Pipe fitter (Maintenance)	\$39.77
Plumber (Maintenance)	\$35.82
Location = Denver, CO, Wage Determination Number 05-2081, Revision Number 5 date	
Skill Category	Total GSA Price
SIN 736-4, INFORMATION AND ARTS OCCUPATIONS, INCLUDING MISCELLAN	
Illustrator I	\$31.33
Illustrator II	\$38.01

Illustrator III	\$45.79
Librarian	\$46.54
Library Technician	\$28.59
Photographer I	\$27.44
Photographer II	\$30.31
Photographer III	\$36.76
Photographer IV	\$44.24
Photographer V	\$52.86
Food Service Worker	\$22.04
Cashier	\$21.37
Desk Clerk	\$20.23
Lifeguard	\$23.47

Location = Denver, CO, Wage Determination Number 05-2081, Revision Number 5 dated 05/01/2015

Skill Category	Total GSA Price
SIN 736-5, TECHNICAL AND PROFESSIONAL OCCUPATIONS	
Cartographic Technician	\$42.12
Civil Engineering Technician	\$34.92
Drafter/CAD Operator I	\$32.02
Drafter/CAD Operator II	\$35.52
Drafter/CAD Operator III	\$40.65
Drafter/CAD Operator IV	\$52.66
Engineering Technician I	\$28.73
Engineering Technician II	\$33.12
Engineering Technician III	\$38.91
Engineering Technician IV	\$45.01
Engineering Technician V	\$51.23
Engineering Technician VI	\$61.33
Environmental Technician	\$41.02
Paralegal/Legal Assistant I	\$32.59
Paralegal/Legal Assistant II	\$39.58
Paralegal/Legal Assistant III	\$47.69
Paralegal/Legal Assistant IV	\$57.02
Laboratory Technician	\$33.73
Technical Writer I	\$38.62
Technical Writer II	\$46.45
Technical Writer III	\$55.56

SHAGA CONSULTING & RECRUITING, INC. - PRICE PROPOSAL

Location = Detroit, MI, Wage Determination Number 05-2273, Revision Number 6 dated 5/29/2008

Skill Category	Total GSA Price
736-1, Administrative Support and Clerical Occupations	
Administrative Assistant	\$39.89
Accounting Clerk I	\$25.41
Accounting Clerk II	\$28.13
Accounting Clerk III	\$32.70
Court Reporter	\$30.58
Motor Vehicle Dispatcher	\$30.58
Document Preparation Clerk	\$25.83
Messenger Courier	\$20.84
Duplicating Machine Operator	\$25.83
General Clerk I	\$22.03
General Clerk II	\$24.04
General Clerk III	\$26.93
Housing Referral Assistant	\$35.77
Data Entry Operator I	\$22.50
Data Entry Operator II	\$25.83
Order Clerk I	\$23.45
Order Clerk II	\$27.87
Personnel Assistant (employment) I	\$29.26
Personnel Assistant (employment) II	\$33.58
Personnel Assistant (employment) III	\$37.09
Production Control Clerk	\$34.47
Rental Clerk	\$26.96
Secretary I	\$29.33
Secretary II	\$32.45
Secretary III	\$35.77
Service Order Dispatcher	\$28.95
Receptionist	\$24.70
Travel Clerk I	\$21.38
Travel Clerk II	\$22.91
Travel Clerk III	\$24.56
Word Processor I	\$25.83
Word Processor II	\$26.96
Word Processor III	\$32.76
Maintenance Scheduler	\$29.33
Survey Worker	\$30.53

Location = Detroit, MI, Wage Determination Number 05-2273, Revision Number 6

Skill Category	Total GSA Price

SIN 736-2, AUTOMATIC DATA PROCESSING OCCUPATIONS

Computer Operator I	\$27.13
Computer Operator II	\$30.78
Computer Operator III	\$33.43
Computer Operator IV	\$36.71
Computer Operator V	\$39.72
Computer Programmer I	\$35.21
Computer Programmer II	\$42.83
Computer Programmer III	\$46.57
Computer Programmer IV	\$46.57
Computer Systems Analyst I	\$46.57
Computer Systems Analyst II	\$46.57
Computer Systems Analyst III	\$46.57
Peripheral Equipment Operator	\$27.35
Personal Computer Support Technician	\$36.71

Location = Detroit, MI, Wage Determination Number 05-2273, Revision Number 6

Skill Category	Total GSA Price

SIN 736-3, GENERAL SERVICES AND SUPPORT OCCUPATIONS

Forklift Operator	\$36.61
Janitor	\$26.36
Laborer, Grounds Maintenance	\$29.17
Material Coordinator	\$45.45
Material Handling Laborer	\$34.35
Order Filler	\$28.19
Shipping/Receiving Clerk	\$29.62
Shipping Packer	\$31.37
Store Worker I	\$28.61
Stock Clerk	\$35.53
Tools and Parts Attendant	\$35.97
Warehouse Specialist	\$35.64
Electrician (Maintenance)	\$56.64
Electronics Technician Maintenance I	\$41.29
Electronics Technician Maintenance II	\$48.46
Electronics Technician Maintenance III	\$53.12
General Maintenance Worker	\$37.78
Machinery Maintenance Mechanic	\$46.82
Machinist, Maintenance	\$47.81
Pipe fitter (Maintenance)	\$53.21
Plumber (Maintenance)	\$52.15

Location = Detroit, MI, Wage Determination Number 05-2273, Revision Number 6

Skill Category	Total GSA Price

SIN 736-4, INFORMATION AND ARTS OCCUPATIONS, INCLUDING MISCEL

Illustrator I	\$41.05
Illustrator II	\$46.61

Illustrator III	\$53.51
Librarian	\$49.82
Library Technician	\$27.49
Photographer I	\$29.17
Photographer II	\$35.80
Photographer III	\$45.41
Photographer IV	\$52.13
Photographer V	\$58.29
Food Service Worker	\$23.31
Cashier	\$20.63
Desk Clerk	\$21.14
Lifeguard	\$23.30

Location = Detroit, MI, Wage Determination Number 05-2273, Revision Number 6

Skill Category	Total GSA Price
SIN 736-5, TECHNICAL AND PROFESSIONAL OCCUPATIONS	
Cartographic Technician	\$44.32
Civil Engineering Technician	\$43.63
Drafter/CAD Operator I	\$31.29
Drafter/CAD Operator II	\$34.99
Drafter/CAD Operator III	\$38.59
Drafter/CAD Operator IV	\$46.78
Engineering Technician I	\$28.23
Engineering Technician II	\$31.30
Engineering Technician III	\$37.09
Engineering Technician IV	\$46.76
Engineering Technician V	\$50.82
Engineering Technician VI	\$60.78
Environmental Technician	\$38.92
Paralegal/Legal Assistant I	\$32.70
Paralegal/Legal Assistant II	\$39.74
Paralegal/Legal Assistant III	\$47.88
Paralegal/Legal Assistant IV	\$57.21
Laboratory Technician	\$34.20
Technical Writer I	\$39.38
Technical Writer II	\$47.47
Technical Writer III	\$51.09

SHAGA CONSULTING & RECRUITING, INC. - PRICE PROPOSAL

Location = Fort Worth, TX, Wage Determination Number 05-2513, Revision Number 5 dated 05/29/2008

Skill Category	Total GSA Price
736-1, Administrative Support and Clerical Occupations	
Administrative Assistant	\$38.56
Accounting Clerk I	\$24.81
Accounting Clerk II	\$27.46
Accounting Clerk III	\$30.33
Court Reporter	\$29.29
Motor Vehicle Dispatcher	\$33.48
Document Preparation Clerk	\$22.05
Messenger Courier	\$18.44
Duplicating Machine Operator	\$22.05
General Clerk I	\$19.40
General Clerk II	\$22.24
General Clerk III	\$25.26
Housing Referral Assistant	\$34.48
Data Entry Operator I	\$22.41
Data Entry Operator II	\$24.15
Order Clerk I	\$23.01
Order Clerk II	\$26.28
Personnel Assistant (employment) I	\$26.72
Personnel Assistant (employment) II	\$29.51
Personnel Assistant (employment) III	\$33.89
Production Control Clerk	\$34.63
Rental Clerk	\$25.94
Secretary I	\$28.12
Secretary II	\$30.11
Secretary III	\$34.48
Service Order Dispatcher	\$30.09
Receptionist	\$24.21
Travel Clerk I	\$22.54
Travel Clerk II	\$24.01
Travel Clerk III	\$25.50
Word Processor I	\$23.34
Word Processor II	\$25.94
Word Processor III	\$29.29
Maintenance Scheduler	\$28.12
Survey Worker	\$29.29

Location = Fort Worth, TX, Wage Determination Number 05-2513, Revision Number 5	
Skill Category	Total GSA Price
SIN 736-2, AUTOMATIC DATA PROCESSING OCCUPATIONS	
Computer Operator I	\$27.71
Computer Operator II	\$30.61
Computer Operator III	\$36.55
Computer Operator IV	\$41.95
Computer Operator V	\$46.09
Computer Programmer I	\$39.00
Computer Programmer II	\$46.57
Computer Programmer III	\$46.57
Computer Programmer IV	\$46.57
Computer Systems Analyst I	\$46.57
Computer Systems Analyst II	\$46.57
Computer Systems Analyst III	\$46.57
Peripheral Equipment Operator	\$27.71
Personal Computer Support Technician	\$41.95
Location = Fort Worth, TX, Wage Determination Number 05-2513, Revision Number 5	
Skill Category	Total GSA Price
SIN 736-3, GENERAL SERVICES AND SUPPORT OCCUPATIONS	
Forklift Operator	\$29.14
Janitor	\$19.97
Laborer, Grounds Maintenance	\$21.62
Material Coordinator	\$35.40
Material Handling Laborer	\$25.44
Order Filler	\$23.83
Shipping/Receiving Clerk	\$23.05
Shipping Packer	\$24.62
Store Worker I	\$20.15
Stock Clerk	\$27.75
Tools and Parts Attendant	\$28.68
Warehouse Specialist	\$28.68
Electrician (Maintenance)	\$38.70
Electronics Technician Maintenance I	\$40.53
Electronics Technician Maintenance II	\$44.52
Electronics Technician Maintenance III	\$47.85
General Maintenance Worker	\$30.49
Machinery Maintenance Mechanic	\$36.79
Machinist, Maintenance	\$30.02
Pipe fitter (Maintenance)	\$37.82
Plumber (Maintenance)	\$36.31
Location = Fort Worth, TX, Wage Determination Number 05-2513, Revision Number 5	
Skill Category	Total GSA Price
SIN 736-4, INFORMATION AND ARTS OCCUPATIONS, INCLUDING MISCELLAN	
Illustrator I	\$36.23
Illustrator II	\$44.03

Illustrator III	\$53.11
Librarian	\$52.75
Library Technician	\$23.95
Photographer I	\$23.27
Photographer II	\$27.62
Photographer III	\$33.28
Photographer IV	\$36.35
Photographer V	\$41.84
Food Service Worker	\$18.91
Cashier	\$18.53
Desk Clerk	\$20.06
Lifeguard	\$22.54

Location = Fort Worth, TX, Wage Determination Number 05-2513, Revision Number 5

Skill Category	Total GSA Price
SIN 736-5, TECHNICAL AND PROFESSIONAL OCCUPATIONS	
Cartographic Technician	\$41.05
Civil Engineering Technician	\$40.13
Drafter/CAD Operator I	\$30.53
Drafter/CAD Operator II	\$33.76
Drafter/CAD Operator III	\$37.26
Drafter/CAD Operator IV	\$45.08
Engineering Technician I	\$26.02
Engineering Technician II	\$30.06
Engineering Technician III	\$31.82
Engineering Technician IV	\$38.64
Engineering Technician V	\$46.54
Engineering Technician VI	\$55.64
Environmental Technician	\$36.30
Paralegal/Legal Assistant I	\$31.24
Paralegal/Legal Assistant II	\$37.92
Paralegal/Legal Assistant III	\$45.65
Paralegal/Legal Assistant IV	\$54.54
Laboratory Technician	\$34.06
Technical Writer I	\$35.33
Technical Writer II	\$42.50
Technical Writer III	\$49.24

SHAGA CONSULTING & RECRUITING, INC. - PRICE PROPOSAL

Location = Houston, TX, Wage Determination Number 05-2515, Revision Number 6 dated 06/17/2008

Skill Category	Total GSA Price
736-1, Administrative Support and Clerical Occupations	
Administrative Assistant	\$40.19
Accounting Clerk I	\$26.13
Accounting Clerk II	\$28.95
Accounting Clerk III	\$31.99
Court Reporter	\$37.43
Motor Vehicle Dispatcher	\$27.41
Document Preparation Clerk	\$24.29
Messenger Courier	\$22.00
Duplicating Machine Operator	\$24.29
General Clerk I	\$20.20
General Clerk II	\$23.60
General Clerk III	\$26.60
Housing Referral Assistant	\$35.49
Data Entry Operator I	\$21.56
Data Entry Operator II	\$25.72
Order Clerk I	\$24.46
Order Clerk II	\$27.16
Personnel Assistant (employment) I	\$26.38
Personnel Assistant (employment) II	\$29.14
Personnel Assistant (employment) III	\$32.09
Production Control Clerk	\$33.21
Rental Clerk	\$26.39
Secretary I	\$28.23
Secretary II	\$31.07
Secretary III	\$35.49
Service Order Dispatcher	\$26.21
Receptionist	\$22.11
Travel Clerk I	\$23.92
Travel Clerk II	\$25.56
Travel Clerk III	\$27.10
Word Processor I	\$22.50
Word Processor II	\$26.39
Word Processor III	\$29.28
Maintenance Scheduler	\$28.23
Survey Worker	\$29.28

Location = Houston, TX, Wage Determination Number 05-2515, Revision Number 6 dated	
Skill Category	Total GSA Price
SIN 736-2, AUTOMATIC DATA PROCESSING OCCUPATIONS	
Computer Operator I	\$28.76
Computer Operator II	\$31.79
Computer Operator III	\$35.06
Computer Operator IV	\$38.70
Computer Operator V	\$42.39
Computer Programmer I	\$39.69
Computer Programmer II	\$0.00
Computer Programmer III	\$0.00
Computer Programmer IV	\$0.00
Computer Systems Analyst I	\$0.00
Computer Systems Analyst II	\$0.00
Computer Systems Analyst III	\$0.00
Peripheral Equipment Operator	\$28.76
Personal Computer Support Technician	\$38.70
Location = Houston, TX, Wage Determination Number 05-2515, Revision Number 6 dated	
Skill Category	Total GSA Price
SIN 736-3, GENERAL SERVICES AND SUPPORT OCCUPATIONS	
Forklift Operator	\$25.64
Janitor	\$17.67
Laborer, Grounds Maintenance	\$23.19
Material Coordinator	\$35.64
Material Handling Laborer	\$24.63
Order Filler	\$23.47
Shipping/Receiving Clerk	\$24.94
Shipping Packer	\$26.79
Store Worker I	\$21.19
Stock Clerk	\$28.68
Tools and Parts Attendant	\$26.38
Warehouse Specialist	\$25.12
Electrician (Maintenance)	\$48.39
Electronics Technician Maintenance I	\$36.17
Electronics Technician Maintenance II	\$42.89
Electronics Technician Maintenance III	\$44.94
General Maintenance Worker	\$32.22
Machinery Maintenance Mechanic	\$38.69
Machinist, Maintenance	\$37.58
Pipe fitter (Maintenance)	\$36.36
Plumber (Maintenance)	\$35.57
Location = Houston, TX, Wage Determination Number 05-2515, Revision Number 6 dated	
Skill Category	Total GSA Price
SIN 736-4, INFORMATION AND ARTS OCCUPATIONS, INCLUDING MISCELLANEOUS	
Illustrator I	\$31.60
Illustrator II	\$38.64

Illustrator III	\$46.20
Librarian	\$45.12
Library Technician	\$26.13
Photographer I	\$25.11
Photographer II	\$30.86
Photographer III	\$38.64
Photographer IV	\$44.66
Photographer V	\$50.40
Food Service Worker	\$18.90
Cashier	\$19.31
Desk Clerk	\$19.96
Lifeguard	\$25.09

Location = Houston, TX, Wage Determination Number 05-2515, Revision Number 6 dated

Skill Category	Total GSA Price
SIN 736-5, TECHNICAL AND PROFESSIONAL OCCUPATIONS	
Cartographic Technician	\$48.22
Civil Engineering Technician	\$46.07
Drafter/CAD Operator I	\$33.34
Drafter/CAD Operator II	\$39.57
Drafter/CAD Operator III	\$43.72
Drafter/CAD Operator IV	\$49.48
Engineering Technician I	\$29.28
Engineering Technician II	\$35.27
Engineering Technician III	\$39.06
Engineering Technician IV	\$47.61
Engineering Technician V	\$59.95
Engineering Technician VI	\$68.89
Environmental Technician	\$45.98
Paralegal/Legal Assistant I	\$34.53
Paralegal/Legal Assistant II	\$42.01
Paralegal/Legal Assistant III	\$50.65
Paralegal/Legal Assistant IV	\$59.42
Laboratory Technician	\$40.19
Technical Writer I	\$35.86
Technical Writer II	\$43.14
Technical Writer III	\$48.83

SHAGA CONSULTING & RECRUITING, INC. - PRICE PROPOSAL

Location = Kansas City, MO-KS, Wage Determination Number 05-2397, Revision Number 7 dated 06/11/2008

Skill Category	Total GSA Price
736-1, Administrative Support and Clerical Occupations	
Administrative Assistant	\$37.45
Accounting Clerk I	\$24.34
Accounting Clerk II	\$26.91
Accounting Clerk III	\$31.13
Court Reporter	\$31.99
Motor Vehicle Dispatcher	\$32.35
Document Preparation Clerk	\$23.70
Messenger Courier	\$20.37
Duplicating Machine Operator	\$23.70
General Clerk I	\$22.87
General Clerk II	\$25.26
General Clerk III	\$28.02
Housing Referral Assistant	\$34.06
Data Entry Operator I	\$21.92
Data Entry Operator II	\$25.44
Order Clerk I	\$23.23
Order Clerk II	\$27.24
Personnel Assistant (employment) I	\$28.62
Personnel Assistant (employment) II	\$31.44
Personnel Assistant (employment) III	\$33.90
Production Control Clerk	\$33.10
Rental Clerk	\$26.36
Secretary I	\$26.64
Secretary II	\$29.29
Secretary III	\$34.06
Service Order Dispatcher	\$36.48
Receptionist	\$22.96
Travel Clerk I	\$22.39
Travel Clerk II	\$23.92
Travel Clerk III	\$25.44
Word Processor I	\$23.52
Word Processor II	\$26.96
Word Processor III	\$29.04
Maintenance Scheduler	\$26.64
Survey Worker	\$27.52

Location = Kansas City, MO-KS, Wage Determination Number 05-2307, Revision Number 7

Skill Category	Total GSA Price
SIN 736-2, AUTOMATIC DATA PROCESSING OCCUPATIONS	
Computer Operator I	\$28.21
Computer Operator II	\$31.21
Computer Operator III	\$34.42
Computer Operator IV	\$40.08
Computer Operator V	\$41.73
Computer Programmer I	\$36.21
Computer Programmer II	\$44.10
Computer Programmer III	\$0.00
Computer Programmer IV	\$0.00
Computer Systems Analyst I	\$0.00
Computer Systems Analyst II	\$0.00
Computer Systems Analyst III	\$0.00
Peripheral Equipment Operator	\$28.21
Personal Computer Support Technician	\$40.08

Location = Kansas City, MO-KS, Wage Determination Number 05-2307, Revision Number 7

Skill Category	Total GSA Price
SIN 736-3, GENERAL SERVICES AND SUPPORT OCCUPATIONS	
Forklift Operator	\$33.39
Janitor	\$23.50
Laborer, Grounds Maintenance	\$25.01
Material Coordinator	\$36.27
Material Handling Laborer	\$28.62
Order Filler	\$24.80
Shipping/Receiving Clerk	\$25.45
Shipping Packer	\$27.64
Store Worker I	\$24.55
Stock Clerk	\$32.47
Tools and Parts Attendant	\$32.86
Warehouse Specialist	\$32.86
Electrician (Maintenance)	\$54.00
Electronics Technician Maintenance I	\$39.02
Electronics Technician Maintenance II	\$48.36
Electronics Technician Maintenance III	\$49.29
General Maintenance Worker	\$34.69
Machinery Maintenance Mechanic	\$38.12
Machinist, Maintenance	\$37.13
Pipe fitter (Maintenance)	\$50.09
Plumber (Maintenance)	\$44.93

Location = Kansas City, MO-KS, Wage Determination Number 05-2307, Revision Number 7

Skill Category	Total GSA Price
SIN 736-4, INFORMATION AND ARTS OCCUPATIONS, INCLUDING MISCELLANEOUS	
Illustrator I	\$32.51
Illustrator II	\$38.28

Illustrator III	\$47.01
Librarian	\$51.80
Library Technician	\$23.98
Photographer I	\$27.11
Photographer II	\$30.42
Photographer III	\$36.30
Photographer IV	\$43.69
Photographer V	\$52.19
Food Service Worker	\$20.78
Cashier	\$19.40
Desk Clerk	\$18.89
Lifeguard	\$22.80

Location = Kansas City, MO-KS, Wage Determination Number 05-2307, Revision Number 7

Skill Category	Total GSA Price

SIN 736-5, TECHNICAL AND PROFESSIONAL OCCUPATIONS

Cartographic Technician	\$40.80
Civil Engineering Technician	\$39.02
Drafter/CAD Operator I	\$30.34
Drafter/CAD Operator II	\$33.81
Drafter/CAD Operator III	\$36.63
Drafter/CAD Operator IV	\$43.69
Engineering Technician I	\$27.63
Engineering Technician II	\$33.18
Engineering Technician III	\$37.68
Engineering Technician IV	\$41.54
Engineering Technician V	\$49.59
Engineering Technician VI	\$59.71
Environmental Technician	\$35.38
Paralegal/Legal Assistant I	\$27.77
Paralegal/Legal Assistant II	\$34.91
Paralegal/Legal Assistant III	\$41.96
Paralegal/Legal Assistant IV	\$50.09
Laboratory Technician	\$34.01
Technical Writer I	\$34.25
Technical Writer II	\$41.15
Technical Writer III	\$49.10

SHAGA CONSULTING & RECRUITING, INC. - PRICE PROPOSAL

Location = Los Angeles, CA, Wage Determination Number 05-2047, Revision Number 7 dated 05/29/2008

Skill Category	Total GSA Price
736-1, Administrative Support and Clerical Occupations	
Administrative Assistant	\$42.62
Accounting Clerk I	\$25.26
Accounting Clerk II	\$27.98
Accounting Clerk III	\$30.94
Court Reporter	\$31.85
Motor Vehicle Dispatcher	\$38.40
Document Preparation Clerk	\$24.43
Messenger Courier	\$19.92
Duplicating Machine Operator	\$24.12
General Clerk I	\$20.03
General Clerk II	\$26.66
General Clerk III	\$29.40
Housing Referral Assistant	\$36.74
Data Entry Operator I	\$20.95
Data Entry Operator II	\$23.62
Order Clerk I	\$29.89
Order Clerk II	\$32.32
Personnel Assistant (employment) I	\$29.69
Personnel Assistant (employment) II	\$32.82
Personnel Assistant (employment) III	\$38.17
Production Control Clerk	\$38.78
Rental Clerk	\$26.94
Secretary I	\$29.67
Secretary II	\$33.29
Secretary III	\$37.61
Service Order Dispatcher	\$33.90
Receptionist	\$26.02
Travel Clerk I	\$24.73
Travel Clerk II	\$26.52
Travel Clerk III	\$28.21
Word Processor I	\$26.83
Word Processor II	\$29.72
Word Processor III	\$32.68
Maintenance Scheduler	\$29.67
Survey Worker	\$31.85

Location = Los Angeles, CA, Wage Determination Number 05-2047, Revision Number 7

Skill Category	Total GSA Price
SIN 736-2, AUTOMATIC DATA PROCESSING OCCUPATIONS	
Computer Operator I	\$28.82
Computer Operator II	\$31.85
Computer Operator III	\$37.35
Computer Operator IV	\$41.98
Computer Operator V	\$46.12
Computer Programmer I	\$39.02
Computer Programmer II	\$0.00
Computer Programmer III	\$0.00
Computer Programmer IV	\$0.00
Computer Systems Analyst I	\$0.00
Computer Systems Analyst II	\$0.00
Computer Systems Analyst III	\$0.00
Peripheral Equipment Operator	\$28.82
Personal Computer Support Technician	\$41.98

Location = Los Angeles, CA, Wage Determination Number 05-2047, Revision Number 7

Skill Category	Total GSA Price
SIN 736-3, GENERAL SERVICES AND SUPPORT OCCUPATIONS	
Forklift Operator	\$28.17
Janitor	\$22.18
Laborer, Grounds Maintenance	\$25.31
Material Coordinator	\$36.87
Material Handling Laborer	\$25.82
Order Filler	\$26.32
Shipping/Receiving Clerk	\$26.46
Shipping Packer	\$28.74
Store Worker I	\$21.99
Stock Clerk	\$27.60
Tools and Parts Attendant	\$28.17
Warehouse Specialist	\$28.17
Electrician (Maintenance)	\$52.09
Electronics Technician Maintenance I	\$43.53
Electronics Technician Maintenance II	\$46.15
Electronics Technician Maintenance III	\$48.96
General Maintenance Worker	\$38.58
Machinery Maintenance Mechanic	\$41.92
Machinist, Maintenance	\$43.17
Pipe fitter (Maintenance)	\$39.96
Plumber (Maintenance)	\$37.82

Location = Los Angeles, CA, Wage Determination Number 05-2047, Revision Number 7

Skill Category	Total GSA Price
SIN 736-4, INFORMATION AND ARTS OCCUPATIONS, INCLUDING MISCELLANEOUS	
Illustrator I	\$42.95
Illustrator II	\$52.45

Illustrator III	\$63.40
Librarian	\$50.87
Library Technician	\$33.75
Photographer I	\$30.82
Photographer II	\$34.41
Photographer III	\$44.99
Photographer IV	\$55.89
Photographer V	\$66.94
Food Service Worker	\$20.26
Cashier	\$24.16
Desk Clerk	\$23.10
Lifeguard	\$24.25

Location = Los Angeles, CA, Wage Determination Number 05-2047, Revision Number 7

Skill Category	Total GSA Price
SIN 736-5, TECHNICAL AND PROFESSIONAL OCCUPATIONS	
Cartographic Technician	\$52.39
Civil Engineering Technician	\$44.69
Drafter/CAD Operator I	\$38.70
Drafter/CAD Operator II	\$42.91
Drafter/CAD Operator III	\$47.45
Drafter/CAD Operator IV	\$57.65
Engineering Technician I	\$31.71
Engineering Technician II	\$35.21
Engineering Technician III	\$38.99
Engineering Technician IV	\$47.53
Engineering Technician V	\$57.96
Engineering Technician VI	\$68.76
Environmental Technician	\$42.78
Paralegal/Legal Assistant I	\$33.75
Paralegal/Legal Assistant II	\$42.78
Paralegal/Legal Assistant III	\$51.59
Paralegal/Legal Assistant IV	\$61.74
Laboratory Technician	\$36.24
Technical Writer I	\$38.17
Technical Writer II	\$45.95
Technical Writer III	\$54.92

SHAGA CONSULTING & RECRUITING, INC. - PRICE PROPOSAL

Location = Norfolk, VA, Wage Determination Number 05-2133, Revision Number 7 dated 05/29/2008

Skill Category	Total GSA Price
736-1, Administrative Support and Clerical Occupations	
Administrative Assistant	\$38.20
Accounting Clerk I	\$22.30
Accounting Clerk II	\$26.08
Accounting Clerk III	\$28.79
Court Reporter	\$29.37
Motor Vehicle Dispatcher	\$26.08
Document Preparation Clerk	\$22.10
Messenger Courier	\$20.67
Duplicating Machine Operator	\$23.35
General Clerk I	\$21.62
General Clerk II	\$24.23
General Clerk III	\$26.71
Housing Referral Assistant	\$33.06
Data Entry Operator I	\$21.72
Data Entry Operator II	\$25.06
Order Clerk I	\$24.37
Order Clerk II	\$30.88
Personnel Assistant (employment) I	\$26.97
Personnel Assistant (employment) II	\$29.80
Personnel Assistant (employment) III	\$32.84
Production Control Clerk	\$35.52
Rental Clerk	\$23.43
Secretary I	\$26.14
Secretary II	\$29.37
Secretary III	\$33.06
Service Order Dispatcher	\$25.17
Receptionist	\$22.21
Travel Clerk I	\$21.15
Travel Clerk II	\$22.38
Travel Clerk III	\$22.49
Word Processor I	\$23.70
Word Processor II	\$26.21
Word Processor III	\$28.92
Maintenance Scheduler	\$26.14
Survey Worker	\$24.94

Location = Norfolk, VA, Wage Determination Number 05-2133, Revision Number 7 d

Skill Category	Total GSA Price
SIN 736-2, AUTOMATIC DATA PROCESSING OCCUPATIONS	
Computer Operator I	\$27.08
Computer Operator II	\$29.91
Computer Operator III	\$32.98
Computer Operator IV	\$36.27
Computer Operator V	\$39.82
Computer Programmer I	\$33.90
Computer Programmer II	\$37.93
Computer Programmer III	\$44.79
Computer Programmer IV	\$0.00
Computer Systems Analyst I	\$0.00
Computer Systems Analyst II	\$0.00
Computer Systems Analyst III	\$0.00
Peripheral Equipment Operator	\$27.08
Personal Computer Support Technician	\$36.27

Location = Norfolk, VA, Wage Determination Number 05-2133, Revision Number 7 d

Skill Category	Total GSA Price
SIN 736-3, GENERAL SERVICES AND SUPPORT OCCUPATIONS	
Forklift Operator	\$29.05
Janitor	\$23.80
Laborer, Grounds Maintenance	\$23.00
Material Coordinator	\$38.69
Material Handling Laborer	\$22.32
Order Filler	\$21.79
Shipping/Receiving Clerk	\$23.32
Shipping Packer	\$25.29
Store Worker I	\$23.30
Stock Clerk	\$28.33
Tools and Parts Attendant	\$29.05
Warehouse Specialist	\$29.05
Electrician (Maintenance)	\$39.19
Electronics Technician Maintenance I	\$38.82
Electronics Technician Maintenance II	\$40.66
Electronics Technician Maintenance III	\$42.45
General Maintenance Worker	\$33.29
Machinery Maintenance Mechanic	\$38.20
Machinist, Maintenance	\$36.35
Pipe fitter (Maintenance)	\$36.92
Plumber (Maintenance)	\$35.39

Location = Norfolk, VA, Wage Determination Number 05-2133, Revision Number 7 d

Skill Category	Total GSA Price
SIN 736-4, INFORMATION AND ARTS OCCUPATIONS, INCLUDING MISCELL	
Illustrator I	\$34.63
Illustrator II	\$41.78

Illustrator III	\$49.79
Librarian	\$54.49
Library Technician	\$26.49
Photographer I	\$23.12
Photographer II	\$29.58
Photographer III	\$35.24
Photographer IV	\$38.77
Photographer V	\$46.23
Food Service Worker	\$18.41
Cashier	\$18.47
Desk Clerk	\$19.10
Lifeguard	\$24.60

Location = Norfolk, VA, Wage Determination Number 05-2133, Revision Number 7 d

Skill Category	Total GSA Price
SIN 736-5, TECHNICAL AND PROFESSIONAL OCCUPATIONS	
Cartographic Technician	\$42.36
Civil Engineering Technician	\$39.11
Drafter/CAD Operator I	\$30.14
Drafter/CAD Operator II	\$33.32
Drafter/CAD Operator III	\$36.79
Drafter/CAD Operator IV	\$44.50
Engineering Technician I	\$28.38
Engineering Technician II	\$31.47
Engineering Technician III	\$35.47
Engineering Technician IV	\$42.36
Engineering Technician V	\$51.07
Engineering Technician VI	\$61.11
Environmental Technician	\$34.44
Paralegal/Legal Assistant I	\$26.27
Paralegal/Legal Assistant II	\$31.76
Paralegal/Legal Assistant III	\$38.12
Paralegal/Legal Assistant IV	\$45.43
Laboratory Technician	\$32.35
Technical Writer I	\$36.19
Technical Writer II	\$43.52
Technical Writer III	\$51.97

SHAGA CONSULTING & RECRUITING, INC. - PRICE PROPOSAL

Location = Philadelphia, PA, Wage Determination Number 05-2449, Revision Number 6 dated 05/29/2009

Skill Category	Total GSA Price
736-1, Administrative Support and Clerical Occupations	
Administrative Assistant	\$41.45
Accounting Clerk I	\$23.54
Accounting Clerk II	\$27.77
Accounting Clerk III	\$30.41
Court Reporter	\$31.41
Motor Vehicle Dispatcher	\$30.41
Document Preparation Clerk	\$23.54
Messenger Courier	\$20.34
Duplicating Machine Operator	\$23.54
General Clerk I	\$23.26
General Clerk II	\$24.23
General Clerk III	\$28.34
Housing Referral Assistant	\$37.64
Data Entry Operator I	\$22.99
Data Entry Operator II	\$25.26
Order Clerk I	\$23.54
Order Clerk II	\$27.85
Personnel Assistant (employment) I	\$27.85
Personnel Assistant (employment) II	\$30.94
Personnel Assistant (employment) III	\$35.30
Production Control Clerk	\$36.32
Rental Clerk	\$27.77
Secretary I	\$29.34
Secretary II	\$34.81
Secretary III	\$37.64
Service Order Dispatcher	\$27.96
Receptionist	\$25.92
Travel Clerk I	\$22.61
Travel Clerk II	\$24.21
Travel Clerk III	\$25.70
Word Processor I	\$26.30
Word Processor II	\$29.06
Word Processor III	\$31.99
Maintenance Scheduler	\$29.34
Survey Worker	\$30.93

Location = Philadelphia, PA, Wage Determination Number 05-2449, Revision Number 6	
Skill Category	Total GSA Price
SIN 736-2, AUTOMATIC DATA PROCESSING OCCUPATIONS	
Computer Operator I	\$29.44
Computer Operator II	\$32.52
Computer Operator III	\$36.40
Computer Operator IV	\$41.84
Computer Operator V	\$45.96
Computer Programmer I	\$41.51
Computer Programmer II	\$0.00
Computer Programmer III	\$0.00
Computer Programmer IV	\$0.00
Computer Systems Analyst I	\$0.00
Computer Systems Analyst II	\$0.00
Computer Systems Analyst III	\$0.00
Peripheral Equipment Operator	\$29.44
Personal Computer Support Technician	\$41.84
Location = Philadelphia, PA, Wage Determination Number 05-2449, Revision Number 6	
Skill Category	Total GSA Price
SIN 736-3, GENERAL SERVICES AND SUPPORT OCCUPATIONS	
Forklift Operator	\$35.13
Janitor	\$24.50
Laborer, Grounds Maintenance	\$26.65
Material Coordinator	\$36.49
Material Handling Laborer	\$27.24
Order Filler	\$26.03
Shipping/Receiving Clerk	\$27.84
Shipping Packer	\$30.25
Store Worker I	\$29.00
Stock Clerk	\$31.55
Tools and Parts Attendant	\$32.27
Warehouse Specialist	\$32.27
Electrician (Maintenance)	\$44.63
Electronics Technician Maintenance I	\$41.50
Electronics Technician Maintenance II	\$49.82
Electronics Technician Maintenance III	\$51.35
General Maintenance Worker	\$33.68
Machinery Maintenance Mechanic	\$41.35
Machinist, Maintenance	\$36.52
Pipe fitter (Maintenance)	\$47.07
Plumber (Maintenance)	\$41.76
Location = Philadelphia, PA, Wage Determination Number 05-2449, Revision Number 6	
Skill Category	Total GSA Price
SIN 736-4, INFORMATION AND ARTS OCCUPATIONS, INCLUDING MISCELLANEOUS	
Illustrator I	\$35.96
Illustrator II	\$50.32

Illustrator III	\$60.75
Librarian	\$47.45
Library Technician	\$28.38
Photographer I	\$26.97
Photographer II	\$29.14
Photographer III	\$40.54
Photographer IV	\$48.85
Photographer V	\$60.26
Food Service Worker	\$23.16
Cashier	\$21.75
Desk Clerk	\$23.08
Lifeguard	\$23.28

Location = Philadelphia, PA, Wage Determination Number 05-2449, Revision Number 6

Skill Category	Total GSA Price
SIN 736-5, TECHNICAL AND PROFESSIONAL OCCUPATIONS	
Cartographic Technician	\$46.14
Civil Engineering Technician	\$40.54
Drafter/CAD Operator I	\$31.30
Drafter/CAD Operator II	\$34.69
Drafter/CAD Operator III	\$38.75
Drafter/CAD Operator IV	\$46.94
Engineering Technician I	\$26.88
Engineering Technician II	\$29.80
Engineering Technician III	\$37.82
Engineering Technician IV	\$48.47
Engineering Technician V	\$54.46
Engineering Technician VI	\$59.17
Environmental Technician	\$33.90
Paralegal/Legal Assistant I	\$36.41
Paralegal/Legal Assistant II	\$45.46
Paralegal/Legal Assistant III	\$54.98
Paralegal/Legal Assistant IV	\$65.53
Laboratory Technician	\$37.24
Technical Writer I	\$43.83
Technical Writer II	\$52.89
Technical Writer III	\$63.32

SHAGA CONSULTING & RECRUITING, INC. - PRICE PROPOSAL

Location = Sacramento, CA, Wage Determination Number 05-2055, Revision Number 7 dated 05/29/2008

Skill Category	Total GSA Price
736-1, Administrative Support and Clerical Occupations	
Administrative Assistant	\$43.77
Accounting Clerk I	\$27.22
Accounting Clerk II	\$30.17
Accounting Clerk III	\$33.36
Court Reporter	\$33.14
Motor Vehicle Dispatcher	\$31.21
Document Preparation Clerk	\$26.35
Messenger Courier	\$21.50
Duplicating Machine Operator	\$26.35
General Clerk I	\$23.56
General Clerk II	\$25.45
General Clerk III	\$31.02
Housing Referral Assistant	\$37.26
Data Entry Operator I	\$26.55
Data Entry Operator II	\$28.67
Order Clerk I	\$25.03
Order Clerk II	\$27.05
Personnel Assistant (employment) I	\$29.73
Personnel Assistant (employment) II	\$32.87
Personnel Assistant (employment) III	\$36.27
Production Control Clerk	\$35.50
Rental Clerk	\$27.74
Secretary I	\$29.98
Secretary II	\$32.90
Secretary III	\$37.26
Service Order Dispatcher	\$29.00
Receptionist	\$26.35
Travel Clerk I	\$23.59
Travel Clerk II	\$25.17
Travel Clerk III	\$26.80
Word Processor I	\$25.81
Word Processor II	\$27.74
Word Processor III	\$31.21
Maintenance Scheduler	\$29.98
Survey Worker	\$31.21

Location = Sacramento, CA, Wage Determination Number 05-2055, Revision Number 7	
Skill Category	Total GSA Price
SIN 736-2, AUTOMATIC DATA PROCESSING OCCUPATIONS	
Computer Operator I	\$28.75
Computer Operator II	\$31.77
Computer Operator III	\$35.03
Computer Operator IV	\$38.58
Computer Operator V	\$42.37
Computer Programmer I	\$36.77
Computer Programmer II	\$45.01
Computer Programmer III	\$0.00
Computer Programmer IV	\$0.00
Computer Systems Analyst I	\$0.00
Computer Systems Analyst II	\$0.00
Computer Systems Analyst III	\$0.00
Peripheral Equipment Operator	\$28.75
Personal Computer Support Technician	\$38.58
Location = Sacramento, CA, Wage Determination Number 05-2055, Revision Number 7	
Skill Category	Total GSA Price
SIN 736-3, GENERAL SERVICES AND SUPPORT OCCUPATIONS	
Forklift Operator	\$32.24
Janitor	\$28.57
Laborer, Grounds Maintenance	\$25.47
Material Coordinator	\$38.68
Material Handling Laborer	\$25.02
Order Filler	\$28.55
Shipping/Receiving Clerk	\$24.17
Shipping Packer	\$26.22
Store Worker I	\$23.73
Stock Clerk	\$31.12
Tools and Parts Attendant	\$32.24
Warehouse Specialist	\$32.24
Electrician (Maintenance)	\$43.38
Electronics Technician Maintenance I	\$38.83
Electronics Technician Maintenance II	\$40.74
Electronics Technician Maintenance III	\$48.32
General Maintenance Worker	\$35.73
Machinery Maintenance Mechanic	\$48.32
Machinist, Maintenance	\$39.44
Pipe fitter (Maintenance)	\$42.74
Plumber (Maintenance)	\$40.76
Location = Sacramento, CA, Wage Determination Number 05-2055, Revision Number 7	
Skill Category	Total GSA Price
SIN 736-4, INFORMATION AND ARTS OCCUPATIONS, INCLUDING MISCELLANEOUS	
Illustrator I	\$37.26
Illustrator II	\$43.91

Illustrator III	\$55.89
Librarian	\$45.07
Library Technician	\$28.86
Photographer I	\$28.75
Photographer II	\$33.75
Photographer III	\$43.91
Photographer IV	\$55.89
Photographer V	\$63.82
Food Service Worker	\$20.95
Cashier	\$23.88
Desk Clerk	\$20.59
Lifeguard	\$22.16

Location = Sacramento, CA, Wage Determination Number 05-2055, Revision Number 7

Skill Category	Total GSA Price
SIN 736-5, TECHNICAL AND PROFESSIONAL OCCUPATIONS	
Cartographic Technician	\$45.13
Civil Engineering Technician	\$43.78
Drafter/CAD Operator I	\$32.73
Drafter/CAD Operator II	\$37.26
Drafter/CAD Operator III	\$40.04
Drafter/CAD Operator IV	\$47.92
Engineering Technician I	\$28.75
Engineering Technician II	\$31.87
Engineering Technician III	\$35.27
Engineering Technician IV	\$42.91
Engineering Technician V	\$53.58
Engineering Technician VI	\$64.14
Environmental Technician	\$36.51
Paralegal/Legal Assistant I	\$32.93
Paralegal/Legal Assistant II	\$38.69
Paralegal/Legal Assistant III	\$46.59
Paralegal/Legal Assistant IV	\$55.67
Laboratory Technician	\$33.86
Technical Writer I	\$40.26
Technical Writer II	\$48.50
Technical Writer III	\$57.99

SHAGA CONSULTING & RECRUITING, INC. - PRICE PROPOSAL

Location = San Jose, CA, Wage Determination Number 05-2061, Revision Number 6 dated 05/29/2008

Skill Category	Total GSA Price
736-1, Administrative Support and Clerical Occupations	
Administrative Assistant	\$51.67
Accounting Clerk I	\$29.15
Accounting Clerk II	\$32.32
Accounting Clerk III	\$35.77
Court Reporter	\$38.09
Motor Vehicle Dispatcher	\$41.05
Document Preparation Clerk	\$28.24
Messenger Courier	\$23.68
Duplicating Machine Operator	\$28.24
General Clerk I	\$28.15
General Clerk II	\$30.41
General Clerk III	\$33.64
Housing Referral Assistant	\$46.12
Data Entry Operator I	\$27.38
Data Entry Operator II	\$29.58
Order Clerk I	\$27.73
Order Clerk II	\$29.95
Personnel Assistant (employment) I	\$31.77
Personnel Assistant (employment) II	\$35.25
Personnel Assistant (employment) III	\$38.92
Production Control Clerk	\$44.52
Rental Clerk	\$28.49
Secretary I	\$37.40
Secretary II	\$41.62
Secretary III	\$46.12
Service Order Dispatcher	\$33.79
Receptionist	\$30.25
Travel Clerk I	\$27.43
Travel Clerk II	\$30.45
Travel Clerk III	\$33.89
Word Processor I	\$34.27
Word Processor II	\$38.06
Word Processor III	\$42.20
Maintenance Scheduler	\$37.40
Survey Worker	\$34.27

Location = San Jose, CA, Wage Determination Number 05-2061, Revision Number 6 d

Skill Category	Total GSA Price
SIN 736-2, AUTOMATIC DATA PROCESSING OCCUPATIONS	
Computer Operator I	\$33.95
Computer Operator II	\$37.59
Computer Operator III	\$41.53
Computer Operator IV	\$45.79
Computer Operator V	\$46.57
Computer Programmer I	\$41.02
Computer Programmer II	\$0.00
Computer Programmer III	\$0.00
Computer Programmer IV	\$0.00
Computer Systems Analyst I	\$0.00
Computer Systems Analyst II	\$0.00
Computer Systems Analyst III	\$0.00
Peripheral Equipment Operator	\$33.95
Personal Computer Support Technician	\$45.79

Location = San Jose, CA, Wage Determination Number 05-2061, Revision Number 6 d

Skill Category	Total GSA Price
SIN 736-3, GENERAL SERVICES AND SUPPORT OCCUPATIONS	
Forklift Operator	\$29.79
Janitor	\$26.05
Laborer, Grounds Maintenance	\$34.15
Material Coordinator	\$44.07
Material Handling Laborer	\$29.72
Order Filler	\$28.69
Shipping/Receiving Clerk	\$28.10
Shipping Packer	\$30.55
Store Worker I	\$31.94
Stock Clerk	\$35.61
Tools and Parts Attendant	\$29.79
Warehouse Specialist	\$29.79
Electrician (Maintenance)	\$58.90
Electronics Technician Maintenance I	\$44.64
Electronics Technician Maintenance II	\$48.67
Electronics Technician Maintenance III	\$53.58
General Maintenance Worker	\$40.62
Machinery Maintenance Mechanic	\$47.55
Machinist, Maintenance	\$50.25
Pipe fitter (Maintenance)	\$55.28
Plumber (Maintenance)	\$52.90

Location = San Jose, CA, Wage Determination Number 05-2061, Revision Number 6 d

Skill Category	Total GSA Price
SIN 736-4, INFORMATION AND ARTS OCCUPATIONS, INCLUDING MISCELLANEOUS	
Illustrator I	\$42.00
Illustrator II	\$49.10

Illustrator III	\$59.32
Librarian	\$56.70
Library Technician	\$40.84
Photographer I	\$33.81
Photographer II	\$37.45
Photographer III	\$45.60
Photographer IV	\$55.04
Photographer V	\$63.53
Food Service Worker	\$21.73
Cashier	\$22.66
Desk Clerk	\$21.45
Lifeguard	\$21.81

Location = San Jose, CA, Wage Determination Number 05-2061, Revision Number 6

Skill Category	Total GSA Price
SIN 736-5, TECHNICAL AND PROFESSIONAL OCCUPATIONS	
Cartographic Technician	\$50.04
Civil Engineering Technician	\$45.02
Drafter/CAD Operator I	\$39.93
Drafter/CAD Operator II	\$44.50
Drafter/CAD Operator III	\$49.27
Drafter/CAD Operator IV	\$58.12
Engineering Technician I	\$31.14
Engineering Technician II	\$34.56
Engineering Technician III	\$38.28
Engineering Technician IV	\$46.64
Engineering Technician V	\$56.31
Engineering Technician VI	\$67.46
Environmental Technician	\$43.33
Paralegal/Legal Assistant I	\$38.99
Paralegal/Legal Assistant II	\$47.53
Paralegal/Legal Assistant III	\$57.41
Paralegal/Legal Assistant IV	\$68.78
Laboratory Technician	\$37.62
Technical Writer I	\$43.06
Technical Writer II	\$51.95
Technical Writer III	\$62.18

SHAGA CONSULTING & RECRUITING, INC. - PRICE PROPOSAL

Location = Seattle, WA, Wage Determination Number 05-2563, Revision Number 7 dated 05/29/2008

Skill Category	Total GSA Price
736-1, Administrative Support and Clerical Occupations	
Administrative Assistant	\$38.48
Accounting Clerk I	\$25.72
Accounting Clerk II	\$29.47
Accounting Clerk III	\$31.63
Court Reporter	\$31.32
Motor Vehicle Dispatcher	\$33.86
Document Preparation Clerk	\$24.80
Messenger Courier	\$22.80
Duplicating Machine Operator	\$24.65
General Clerk I	\$23.83
General Clerk II	\$27.27
General Clerk III	\$29.64
Housing Referral Assistant	\$32.15
Data Entry Operator I	\$25.10
Data Entry Operator II	\$29.04
Order Clerk I	\$28.68
Order Clerk II	\$30.02
Personnel Assistant (employment) I	\$29.67
Personnel Assistant (employment) II	\$31.14
Personnel Assistant (employment) III	\$34.33
Production Control Clerk	\$34.63
Rental Clerk	\$29.19
Secretary I	\$29.82
Secretary II	\$30.96
Secretary III	\$34.14
Service Order Dispatcher	\$30.03
Receptionist	\$27.30
Travel Clerk I	\$25.17
Travel Clerk II	\$26.80
Travel Clerk III	\$28.44
Word Processor I	\$27.88
Word Processor II	\$30.28
Word Processor III	\$35.44
Maintenance Scheduler	\$29.89
Survey Worker	\$31.32

Location = Seattle, WA, Wage Determination Number 05-2563, Revision Number 7 d

Skill Category	Total GSA Price
SIN 736-2, AUTOMATIC DATA PROCESSING OCCUPATIONS	
Computer Operator I	\$29.12
Computer Operator II	\$31.32
Computer Operator III	\$35.03
Computer Operator IV	\$39.38
Computer Operator V	\$43.34
Computer Programmer I	\$35.27
Computer Programmer II	\$41.74
Computer Programmer III	\$46.57
Computer Programmer IV	\$46.57
Computer Systems Analyst I	\$46.57
Computer Systems Analyst II	\$46.57
Computer Systems Analyst III	\$46.57
Peripheral Equipment Operator	\$29.28
Personal Computer Support Technician	\$39.38

Location = Seattle, WA, Wage Determination Number 05-2563, Revision Number 7 d

Skill Category	Total GSA Price
SIN 736-3, GENERAL SERVICES AND SUPPORT OCCUPATIONS	
Forklift Operator	\$34.74
Janitor	\$26.79
Laborer, Grounds Maintenance	\$28.52
Material Coordinator	\$38.34
Material Handling Laborer	\$30.58
Order Filler	\$27.31
Shipping/Receiving Clerk	\$30.45
Shipping Packer	\$33.13
Store Worker I	\$27.86
Stock Clerk	\$34.30
Tools and Parts Attendant	\$35.25
Warehouse Specialist	\$34.37
Electrician (Maintenance)	\$57.04
Electronics Technician Maintenance I	\$43.33
Electronics Technician Maintenance II	\$45.05
Electronics Technician Maintenance III	\$51.23
General Maintenance Worker	\$35.09
Machinery Maintenance Mechanic	\$44.48
Machinist, Maintenance	\$40.14
Pipe fitter (Maintenance)	\$53.11
Plumber (Maintenance)	\$49.65

Location = Seattle, WA, Wage Determination Number 05-2563, Revision Number 7 d

Skill Category	Total GSA Price
SIN 736-4, INFORMATION AND ARTS OCCUPATIONS, INCLUDING MISCELL.	
Illustrator I	\$37.43
Illustrator II	\$42.22

Illustrator III	\$51.18
Librarian	\$47.01
Library Technician	\$29.37
Photographer I	\$30.88
Photographer II	\$38.64
Photographer III	\$42.20
Photographer IV	\$51.18
Photographer V	\$62.15
Food Service Worker	\$21.81
Cashier	\$25.73
Desk Clerk	\$22.97
Lifeguard	\$23.94

Location = Seattle, WA, Wage Determination Number 05-2563, Revision Number 7 d

Skill Category	Total GSA Price
SIN 736-5, TECHNICAL AND PROFESSIONAL OCCUPATIONS	
Cartographic Technician	\$45.35
Civil Engineering Technician	\$43.20
Drafter/CAD Operator I	\$34.94
Drafter/CAD Operator II	\$38.73
Drafter/CAD Operator III	\$41.43
Drafter/CAD Operator IV	\$49.55
Engineering Technician I	\$31.41
Engineering Technician II	\$34.86
Engineering Technician III	\$36.02
Engineering Technician IV	\$43.83
Engineering Technician V	\$52.89
Engineering Technician VI	\$63.32
Environmental Technician	\$37.32
Paralegal/Legal Assistant I	\$34.89
Paralegal/Legal Assistant II	\$42.31
Paralegal/Legal Assistant III	\$46.34
Paralegal/Legal Assistant IV	\$60.97
Laboratory Technician	\$40.91
Technical Writer I	\$40.44
Technical Writer II	\$48.72
Technical Writer III	\$57.74

43-6014 SECRETARIES, EXCEPT LEGAL, MEDICAL, AND EXECUTIVE (ADMINISTRATIVE CLERK/ADMINISTRATIVE ASSISTANT) (N)

Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01011 ACCOUNTING CLERK I (N)

Performs very simple and routine accounting clerical operations, for example, recognizing and comparing easily identified numbers and codes on similar and repetitive accounting documents, verifying mathematical accuracy, and identifying discrepancies and bringing them to the supervisor's attention. Supervisor gives clear and detailed instructions for specific assignments. Employee refers to supervisor all matters not covered by instructions. Work is closely controlled and reviewed in detail for accuracy, adequacy, and adherence to instructions.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01012 ACCOUNTING CLERK II (N)

Performs one or more routine accounting clerical operations, such as: examining, verifying, and correcting accounting transactions to insure completeness and accuracy of data and proper identification of accounts, and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers; posting data to transaction sheets where employee identifies proper accounts and items to be posted; and coding documents in accordance with a chart (listing) of accounts. Employee follows specific and detailed accounting procedures. Completed work is reviewed for accuracy and compliance with procedures.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01013 ACCOUNTING CLERK III (N)

Uses a knowledge of double entry bookkeeping in performing one or more of the following: Posts actions to journals, identifying subsidiary accounts affected and debit and credit entries to be made and assigning proper codes; reviews computer printouts against manually maintained journals, detecting and correcting erroneous postings, and preparing documents to adjust accounting classifications and other data; or reviews lists of transactions rejected by an automated system, determining reasons for rejections, and preparing necessary correcting material. On routine assignments, employee selects and applies established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used are reviewed for technical accuracy.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01030 COURT REPORTER (N)

Records examination, testimony, judicial opinions, judge's charge to jury, judgment or sentence of court, or other proceedings in court of law by manual or machine shorthand. Reads portions of transcript during trial on judge's request, and asks speakers to clarify inaudible statements. Transcribes recorded material, using typewriter, or dictates material into recording machine.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01050 DISPATCHER, MOTOR VEHICLE (N)

Assigns motor vehicles and drivers for conveyance of freight or passengers. Compiles list of available vehicles. Assigns vehicles according to factors, such as length and purpose of trip, freight or passenger requirements and preference of user. Issues keys, record sheets, and credential to drivers. Records time of departure, destination, cargo, and expected time of return. Investigates overdue vehicles. May confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise. May maintain record of mileage, fuel used, repairs made and other expenses. May establish service or delivery routes. May supervise

loading and unloading. May issue equipment to drivers, such as hand trucks, dollies, and blankets. May direct activities of drivers, using two-way radio. May assign helpers to drivers. May work at vehicle distribution center and assign vehicles to customer agencies.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01060 DOCUMENT PREPARATION CLERK (Document Preparer) (N)

Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying, photographic, and other reproducing office machine. Cuts documents into individual pages of standard size and format when allowed by margin space, using paper cutter or razor knife. Reproduces document pages as necessary to improve clarity or to reduce one or more pages into single page of standard size for copying machine being used, using photocopying machine. Stamps standard symbols on pages or inserts instruction cards between pages of material to notify Duplicating Machine Operator of special handling, such as manual repositioning during copying procedure. Prepares cover sheet and document folder for material, and index card for organizations' files indicating information, such as organization's name and address, subject or product category, and index code to identify material. Inserts material to be copied in document folder, and files folder for processing according to index code and copying priority schedule.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01070 DRIVER (COURIER) (N)

Drives automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies. May transport office personnel and visitors, and perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. May obtain receipts for articles delivered and keep a log of items received and delivered. May deliver items to offices and departments within an establishment.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01090 DUPLICATING MACHINE OPERATOR (Photocopy Machine Operator; Reproduction worker) (N)

Operates one or more photocopying, photographic, mimeograph and duplicating office machines to make copies of documents such as letters, reports, directives, manuals, articles and bulletins. Operates small binding machines. Performs clerical duties associated with the request for printing and photographic services. Prepares assembly sheets and printing requisitions with specifications for printing and binding. Keeps record of work, and delivers and picks up work. Performs minor repairs and preventive maintenance. Maintains an inventory of supplies and parts needed for reproduction equipment. Important variables may be indicated by trade name of machine operated.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01115 GENERAL CLERK I (N)

Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing pre-coded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01116 GENERAL CLERK II (N)

Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01117 GENERAL CLERK III (N)

Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01120 HOUSING REFERRAL ASSISTANT (N)

Provides housing information to an organization's employees moving to a new location. Contacts individuals or organizations such as landlords, real estate agents, mobile home dealers, trailer court managers and Chambers of Commerce by phone and correspondence to obtain listings of rental or sale properties, possible future prospects of housing, and to develop a working relationship with the housing referral service. Compiles listings of houses, apartments and mobile homes which may be rented and properties which may be purchased. Periodically, communicates with contacts to update listings. Ensures that property owners are in compliance with nondiscrimination policy. Counsels applicants with regard to special circumstances, e.g. medical or financial hardships, and availability of housing that will meet applicants' needs. Provides information regarding community services, i.e., schools, churches, transportation, hospitals, motels and job information centers. Searches files, places telephone calls and makes referrals. Furnishes information to inquirer interested in home purchase regarding locations, owners, agents, price ranges, loans and other related information. Maintains daily records of office activities, including number of applicants, number placed, and agents solicited or listed. Schedules appointments for housing inspectors. Prepares reports, as required, and replies to complaints, investigations and letters of inquiry.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01311 KEY ENTRY OPERATOR I (N)

Work is routine and repetitive. Under close supervision or following specific procedures or detailed instructions, works from various standardized source documents which have been coded and require little or no selecting, coding or interpreting of data to be entered. Refers to supervisor problems arising from erroneous items, codes, or missing information.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01132 KEY ENTRY OPERATOR II (N)

Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be entered from a variety of source documents. On occasion may also perform routine work as described for Level I.

Excluded are operators above Level II using the key entry controls to access, read, and evaluate the substance of specific records to take substantive actions, or to make entries requiring a similar level of knowledge.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01191 ORDER CLERK I (N)

Handles orders involving items which have readily identified uses and applications. May refer to a catalog, manufacturer's manual or similar document to insure that proper item is supplied or to verify price of ordered item.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01192 ORDER CLERK II (N)

Handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01261 PERSONNEL ASSISTANT (EMPLOYMENT) I (N)

Performs routine tasks which require a knowledge of personnel procedures and rules, such as: providing simple employment information and appropriate lists and forms to applicants or employees on types of jobs being filled, procedures to follow, and where to obtain additional information; ensuring that the proper forms are completed for name changes, locator information, applications, etc. and reviewing completed forms for signatures and proper entries; or maintaining personnel records, contacting appropriate sources to secure any missing items, and posting items such as dates of promotions, transfer, and hire, or rates of pay or personal data. If this information is computerized, outside inquiries for simple factual information, such as verification of dates of employment in response to telephone credit checks of employees. Some receptionist or other clerical duties may be performed. May be assigned work to provide training for a higher level position. Detailed rules and procedures are available for all assignments. Guidance and assistance on unusual questions are available at all times. Work is spot checked, often on a daily basis.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01262 PERSONNEL ASSISTANT (EMPLOYMENT) II (N)

Examines and/or processes personnel action documents using experience in applying personnel procedures and policies. Ensures that information is complete and consistent and determines whether further discussion with applicants or employees is needed or whether personnel information must be checked against additional files or listings. Selects appropriate precedents, rules, or procedures from a number of alternatives. Responds to varied questions from applicants, employees, or managers for readily available information which can be obtained from file material or manuals; responses require skill to secure cooperation in correcting improperly completed personnel documents or to explain regulations and procedures. May provide information to managers on availability of applicants and status of hiring actions; may verify employment dates and places supplied on job applications; may maintain personnel records; and may administer typing and stenography test. Completes routine assignments independently. Detailed guidance is available for situations which deviate from established precedents. Clerks/assistants are relied upon to alert higher level clerks/assistants or supervisor to such situations. Work may be spot checked periodically.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01263 PERSONNEL ASSISTANT (EMPLOYMENT) III (N)

Serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals and in providing information when it is necessary to consolidate data from a number of sources, often with short deadlines. Screens applications for obvious rejections. Resolves conflicts in computer listings or other sources of employee information. Locates lost documents or reconstructs information using a number of sources. May check references of applicants when information in addition to dates and places of past work is needed, and judgment is required to ask appropriate routine follow-up questions. May provide guidance to lower level clerks. Supervisory review is similar to level II. AND/OR Performs routine personnel assignments beyond the clerical level, such as: orienting new employees to programs, facilities, rules on time and attendance, and leave policies; computing basic statistical information for reports on manpower profiles, EEO progress and accomplishments, hiring activities, attendance and leave profiles, turnover, etc.; and screening applicants for well-defined positions, rejecting those who do not qualify for available openings for clear cut reasons, referring others to appropriate employment interviewer. Guidance is provided on possible sources of information, methods of work, and types of reports needed. Completed written work receives close technical review from higher level personnel office employees; other work may be checked occasionally.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01270 PRODUCTION CONTROL CLERK (N)

Compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production, performing any combination of the following duties: Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department

production rates, using adding machine or calculator. Writes production reports based on data compiled, tabulated and computed, following prescribed formats. Maintains files of documents used and prepared. Compiles from customer orders and other specifications detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. Prepares written work schedules based on established guidelines and priorities. Compiles material inventory records and prepares requisitions for procurement of materials and supplies. Charts production, using chart, graph, or pegboard, based on statistics compiled for reference by production and management personnel. Sorts and distributes work tickets or material to workers. May compute wages from employee time cards and post wage data on records used for preparation of payroll.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01290 RENTAL CLERK (N)

Performs clerical duties concerned with rental and management of public housing projects. Answers telephone and responds to requests for maintenance, complaints, rental information or, as appropriate, forwards calls to senior officials. Receives rental payments and other income, assesses late charges, applies cancellation stamp required by government housing agency, writes receipts, and prepares rental transmittal forms and collection logs for government accounting system. Receives security deposits and prepares tenant receipts. Prepares bank deposits. Maintains tenant files. Follows up on income re-certifications.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01311 THRU 01315 SECRETARY I thru V (Occupational Base) (N)

Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Works fairly independently, receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties requiring a knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

Classification by Level

Secretary jobs which meet the required characteristics are matched at one of five levels according to two factors: (a) Level of the secretary's supervisor within the overall organizational structure, and (b) level of the secretary's responsibility. The table following the explanations of these factors indicates the level of the secretary for each combination of factors.

Level of Secretary's Supervisor (LS)

Secretaries should be matched with one of the three LS levels below that best describes the organization of the secretary's supervisor.

LS-1

Organizational structure is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings.

LS-2

Organizational structure is complex and is divided into subordinate groups that usually differ from each other as to subject matter, function, etc.; supervisor usually directs staff through intermediate supervisors; and internal procedures and administrative controls are formal. An entire organization (e.g., division, subsidiary, or parent organization) may contain a variety of subordinate groups which meet the LS-2 definition. Therefore, it is not unusual for one LS-2 supervisor to report to another LS-2 supervisor.

The presence of subordinate supervisors does not by itself mean LS-2 applies, e.g., a clerical processing organization divided into several units, each performing very similar work, is placed in LS-1.

In smaller organizations or industries such as retail trades, with relatively few organizational levels, the supervisor may have an impact on the policies and major programs of the entire organization, and may deal with important outside contacts as described in LS-3.

LS-3

Organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level. Executive's program(s) are usually interlocked on a direct and continuing basis with other major organizational segments, requiring constant attention to extensive formal coordination, clearances, and procedural controls. Executive typically has: Financial decision-making authority for assigned program(s); considerable impact on the entire organization's financial position or image; and responsibility for, or has staff specialists in, such areas as personnel and administration for assigned organization. Executive plays an important role in determining the policies and major programs of the entire organization, and spends considerable time dealing with outside parties actively interested in assigned program(s) and current or controversial issues.

Level of Secretary's Responsibility (LR)

This factor evaluates the nature of the work relationship between the secretary and the supervisor or staff, and the extent to which the secretary is expected to exercise initiative and judgment. Secretaries should be matched at the level best describing their level of responsibility. When a position's duties span more than one LR level, the introductory paragraph at the beginning of each LR level should be used to determine which of the levels best matches the position. (Typically, secretaries performing at the higher levels of responsibility also perform duties described at the lower levels.)

LR-1 Carries out recurring office procedures independently. Selects the guideline or reference which fits the specific case. Supervisor provides specific instructions on new assignments and checks completed work for accuracy. Performs varied duties including or comparable to the following:

- Responds to routine telephone requests which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters;
- As instructed, maintains supervisor's calendar, makes appointments, and arranges for meeting rooms;
- Reviews materials prepared for supervisor's approval for typographical accuracy and proper format;
- Maintains recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;
- Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files.

LR-2 Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following:

Screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate staff member or other offices. May prepare and sign routine, nontechnical correspondence in own or supervisor's name. Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings; Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed; Collects information from the files or staff for routine inquiries on office program(s) or periodic reports. Refers non-routine requests to supervisor or staff; Explains to subordinate staff supervisor's requirements concerning office procedures. Coordinates personnel and administrative forms for the office and forwards for processing.

LR-3 Uses greater judgment and initiative to determine the approach or action to take in nonroutine situations. Interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:

- Based on a knowledge of the supervisor's views, composes correspondence on own initiative about administrative matters and general office policies for supervisor's approval;
- Anticipates and prepares materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;
- Reads publications, regulations, and directives and takes action or refers those that are important to the supervisor and staff;
- Prepares special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions;
- Advises secretaries in subordinate offices on new procedures; requests information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc. Shifts clerical staff to accommodate workload needs.

LR-4 Handles a wide variety of situations and conflicts involving the clerical or administrative functions of the office which often cannot be brought to the attention of the executive. The executive sets the overall objectives of the work. Secretary may participate in developing the work deadlines. Duties include or are comparable to the following:

- Composes correspondence requiring some understanding of technical matters; may sign for executive when technical or policy content has been authorized;
- Notes commitments made by executive during meetings and arranges for staff implementation. On own initiative, arranges for staff member to represent organization at conferences and meetings, establishes appointment priorities, or reschedules or refuses appointments or invitations;
- Reads outgoing correspondence for executive's approval and alerts writers to any conflict with the file or departure from policies or executive's viewpoints; gives advice to resolve the problems;
- Summarizes the content of incoming materials, specially gathered information, or meetings to assist executive; coordinates the new information with background office sources; draws attention to important parts or conflicts;
- In the executive's absence, ensures that requests for action or information are relayed to the appropriate staff member; as needed, interprets request and helps implement action; makes sure that information is furnished in timely manner; decides whether executive should be notified of important or emergency matters.

Excludes secretaries performing any of the following duties:

- Acts as office manager for the executive's organization, e.g., determines when new procedures are needed for changing situations and devises and implements alternatives; revises or clarifies procedures to eliminate conflict or duplication; identifies and resolves various problems that affect the orderly flow of work in transactions with parties outside the organization.
- Prepares agenda for conferences; explains discussion topics to participants; drafts introductions and develops background information and prepares outlines for executive or staff member(s) to use in writing speeches.
- Advises individuals outside the organization on the executive's views on major policies or current issues facing the organization; contacts or responds to contact from high-ranking outside officials (e.g., city or State officials, members of Congress, presidents of national unions or large national or international firms, etc.) in unique situations. These officials may be relatively inaccessible, and each contact typically must be handled differently, using judgment and discretion.

CRITERIA FOR MATCHING SECRETARIES BY LEVEL

Secretary I (01311), Secretary II (01312), Secretary III (01313), Secretary IV (01314), and Secretary V (01315)

01320 SERVICE ORDER DISPATCHER (N)

Receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment or utility company. Records information, such as name, address, article to be repaired, or service to be rendered. Prepares work order and distributes to service crew. Schedules service call and dispatches service crew. Calls or writes customer to insure satisfactory performance of service. Keeps record of service calls and work orders. May dispatch orders and relay messages and special instructions to mobile crews and other departments, using radio telephone equipment.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01460 SWITCHBOARD OPERATOR-RECEPTIONIST (N)

Operates a single-position telephone switchboard or console, used with a private branch exchange (PBX) system to relay incoming, outgoing, and intra-system calls and acts as a receptionist greeting visitors, determining nature of visits and directing visitors to appropriate persons. Work may also involve other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. May also type and perform other routine clerical work, usually while at the switchboard or console, which may occupy the major portion of the worker's time.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01531 TRAVEL CLERK I (N)

Under close supervision or following specific procedures and detailed instructions arranges travel on one and sometimes two modes of transportation. Travel is almost always recurrent by the same modes, carriers, routes and same major points of origin and destination, seldom involving special transportation privileges or requiring special allowances or planning for supplemental transportation facilities. When such services are required, they do not occur in such variety or with such frequency as to create problems of timing or coordination.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01532 TRAVEL CLERK II (N)

Travel usually involves the use of two or more modes of transportation. Information on carriers, modes and facilities is readily available since most carriers servicing the area maintain local facilities or publish information regularly. Single carriers or connecting carriers have schedules that are easily coordinated through the use of readily obtainable timetables or guides.

Travel is frequently recurrent. A substantial number of problems arise as a result of rerouting, and there are often side trips requiring changes of transportation. Travel is usually to areas accessible by direct line or established connecting points and normal modes of transportation. Travel is not always planned well in advance, so there may be major problems of scheduling or accommodations.

Travel involves special transportation privileges or special allowances and requires authorization or planning for supplemental or special transportation facilities, and when such services are required, they usually do not occur in such variety or with such frequency as to create major problems of timing or coordination. Within general guidelines, employees select and apply appropriate travel guides, methods, techniques and work sequences to effectively accomplish the work. The majority of assignments are performed without technical assistance, but unusually difficult travel situations or problem cases encountered during the course of the work are referred to the supervisor before decision or commitment. Review of work is for compliance with regulatory guides and program policies and for soundness of decisions and conclusions.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01533 TRAVEL CLERK III (N)

At this level, all major modes of transportation are used, and most individual trips involve combinations of more than one mode. Travel is varied, often not recurrent and periodically requires planning for relatively inaccessible intermediate or destination points. Routings are diverse and there is a necessity for frequent rerouting, re-planning, or rearranging, with many side trips, requiring changes in modes of travel and creating substantial difficulty in routing and scheduling connections.

A substantial amount of travel involves special allowances or requires authorization and planning for supplementary or special transportation facilities. It is frequently difficult to obtain the required information.

The incumbent is characterized by independence of action, with very little instruction, guidance and review, except for review of accomplishments of broad objectives and conformance to policy. The incumbent is viewed as the authority on travel matters, including the furnishing of advice and information to travelers, administrative officials and others; and responsible as the principal point of liaison with other elements and with carriers and other facilities.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01611 WORD PROCESSOR I (N)

Produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. Performs familiar, routine assignments following standard procedures. Seeks further instructions for assignments requiring deviations from established procedures.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01612 WORD PROCESSOR II (N)

Uses a knowledge of varied and advanced functions of one software type, a knowledge of varied functions of different types of software, or a knowledge of specialized or technical terminology to perform such typical duties as: Editing and reformatting written or electronic drafts. Examples include: Correcting function codes; adjusting spacing and formatting; and standardizing headings, margins, and indentations. Transcribing scientific reports, lab analyses, legal proceedings, or similar material from voice tapes or handwritten drafts.

Work requires knowledge of specialized, technical, or scientific terminology. Work requires familiarity with office terminology and practices; incumbent corrects copy and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work, and provides specific instructions for new or unique projects. May lead lower level word processors.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01613 WORD PROCESSOR III (N)

Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions. Independently completes assignments and resolves problems.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01300 SCHEDULER, MAINTENANCE (N)

Schedules repairs and lubrication of motor vehicles for vehicle-maintenance concern or company automotive-service shop. Schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. Contacts garage to verify availability of facilities. Notifies parking garage workers to deliver specified vehicles. Maintains file of requests for services.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

01420 SURVEY WORKER (Interviewer) (N)

Interviews people to obtain information on topics such as public issues or consumer buying habits. Contacts people at home or place of business or by telephone following specified sampling procedures, or approaches them at random on street. Asks questions relative to items on form or questionnaire, records answers, and assists persons in filling out forms. May review, sort, classify and file forms according to specified procedures and criteria. May participate in Federal, state or local census surveys.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

SIN 736-2

03041 COMPUTER OPERATOR I (N)

Works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, resolves common operating problems. May serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

03042 COMPUTER OPERATOR II (N)

Processes scheduled routines which present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, applies standard operating or corrective procedure. Refers problems which do not respond to preplanned procedure. May serve as an assistant operator, working under general supervision.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

03043 COMPUTER OPERATOR III (N)

Processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, may deviate from standard procedures if standard procedures do not provide a solution. Refers problems which do not respond to corrective procedures.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

03044 COMPUTER OPERATOR IV (N)

Adapts to a variety of nonstandard problems which require extensive operator intervention (e.g., frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g., reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems. Typically, completed work is submitted to users without supervisory review.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

03045 COMPUTER OPERATOR V (N)

Resolves a variety of difficult operating problems (e.g., making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans. May spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists in resolving problems.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

03071 COMPUTER PROGRAMMER I (N)

Assists higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization, e.g., drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. May perform routine programming assignments (as described in Level II) under close supervision.

In addition, to assist higher level staff, may perform elementary fact-finding concerning a specified work process, e.g., a file of clerical records which is treated as a unit (invoices, requisitions, or purchase orders, etc.); reports findings to higher level staff.

May receive training in elementary fact-finding. Detailed, step-by-step instructions are given for each task and any deviation must be authorized by a supervisor. Work is closely monitored in progress and reviewed in detail upon completion.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

03072 COMPUTER PROGRAMMER II (N)

At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems. Performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements. Works according to clear cut and complete specifications. The data are refined and the format of the final product is very similar to that of the input or is well defined when significantly different, i.e., there are few, if any, problems with interrelating varied records and outputs.

Maintains and modifies routine programs. Makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes. Tests and documents modifications and writes operator instructions. May write routine new programs using prescribed specifications; may confer with EDP personnel to clarify procedures, processing logic, etc.

In addition, may evaluate simple interrelationships in the immediate programming area, e.g., whether a contemplated change in one part of a simple program would cause unwanted results in a related part; confers with user representatives to gain an understanding of the situation sufficient to formulate the needed change; and implements the change upon approval of the supervisor or higher level staff. The incumbent is provided with charts, narrative descriptions of the functions performed, an approved statement of the product desired (e.g., a change in a local establishment report), and the inputs, outputs, and record formats. Reviews objectives and assignment details with higher level staff to insure thorough understanding; uses judgment in selecting among authorized procedures and seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Work is usually monitored in progress; all work is reviewed upon completion for accuracy and compliance with standards.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

03073 COMPUTER PROGRAMMER III (N)

As a fully qualified computer programmer, applies standard programming procedures and detailed knowledge of pertinent subject matter (e.g., work processes, governing rules, clerical procedures, etc.) in a programming area such as: a record keeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, etc.); a well-defined statistical or scientific problem; or other standardized operation or problem. Works according to approved statements of requirements and detailed specifications. While the data are clear cut, related, and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced. The programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another. Recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment. Solves conventional programming problems. (In small organizations, may maintain programs which concern or combine several operations, i.e., users, or develop programs where there is one primary user and the others give input).

Performs such duties as: develops, modifies, and maintains assigned programs; designs and implements modifications to the interrelation of files and records within programs in consultations with higher level staff; monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding; and implements and/or maintains assigned portions of a scientific programming project, applying established scientific programming techniques to well-defined mathematical, statistical, engineering, or other scientific problems usually requiring the translation of mathematical notation into processing logic and code. (Scientific programming includes assignments such as: using predetermined physical laws expressed in mathematical terms to relate one set of data to another; the routine storage and retrieval of field test data; and using procedures for real-time command and control, scientific data reduction, signal processing, or similar areas.) Tests and documents work and writes and maintains operator instructions for assigned programs. Confers with other EDP personnel to obtain or provide factual data.

In addition, may carry out fact-finding and programming analysis of a single activity or routine problem, applying established procedures where the nature of the program, feasibility, computer equipment, and programming language have already been decided. May analyze present performance of the program and take action to correct deficiencies based on discussion with the user and consultation with and approval of the supervisor or higher level staff. May assist in the review and analysis of detailed program specifications and in program design to meet changes in work processes.

Works independently under specified objectives; applies judgment in devising program logic and in selecting and adapting standard programming procedures; resolves problems and deviations according to established practices; and obtains advice where precedents are unclear or not available. Completed work is reviewed for conformance to standards, timeliness, and efficiency. May guide or instruct lower level programmers; may supervise technicians and others who assist in specific assignments. Works on complex programs under close direction of higher level staff or supervisor. May assist higher level staff by independently performing moderately complex tasks assigned, and performing complex tasks under close supervision.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

03074 COMPUTER PROGRAMMER IV (N)

Applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Assigned programs typically affect a broad multi-user computer system which meets the data processing needs of a broad area (e.g., manufacturing, logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc. Plans the full range of programming actions to produce several interrelated but different products from numerous and diverse data elements which are usually from different sources; solves difficult programming problems. Uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices.

Performs such duties as: develops, modifies, and maintains complex programs; designs and implements the interrelations of files and records within programs which will effectively fit into the overall design of the project; working with problems or concepts, develops programs for the solution to major scientific computational problems requiring the analysis and development of logical or mathematical descriptions of functions to be programmed; and develops occasional special programs, e.g., a critical path analysis program to assist in managing a special project. Tests, documents, and writes operating instructions for all work. Confers with other EDP personnel to secure information, investigate and resolve problems and coordinate work efforts.

In addition, performs such programming analysis as: investigating the feasibility of alternate program design approaches to determine the best balanced solution, e.g., one that will best satisfy immediate user needs, facilitate subsequent modification, and conserve resources; on typical maintenance projects and smaller scale, limited new projects, assisting user personnel in defining problems or needs and determining work organization, the necessary files and records, and their interrelation with the program; or on large or more complicated projects, participating as a team member along with other EDP personnel and users and having responsibility for a portion of the project.

Works independently under overall objectives and direction, apprising the supervisor about progress and unusual complications. Modifies and adapts precedent solutions and proven approaches. Guidelines include constraints imposed by the related programs with which the incumbent's programs must be meshed. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May function as team leader or supervise a few lower level programmers or technicians on assigned work.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

03101 COMPUTER SYSTEMS ANALYST I (N)

At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. Provides several phases of the required systems analysis where the nature of the system is predetermined. Uses established fact finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment.

Carries out fact finding and analysis as assigned, usually of a single activity or a routine problem; applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review.

The supervisor defines objectives, priorities, and deadlines. Incumbents work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. May supervise technicians and others who assist in specific assignments.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

03102 COMPUTER SYSTEMS ANALYST II (N)

Applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g., develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project. Requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, work load, and practices of the assigned subject-matter area. Recognizes probable interactions of related computer systems and predicts impact of a change in assigned system.

Reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; and upon approval of synopsis, prepares specifications for development of computer programs. Determines and resolves data processing problems and coordinates the work with program, users, etc.; orients user personnel on new or changed procedures. May conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies.

Works independently under overall project objectives and requirements; appraises supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. Adapts design approaches successfully used in precedent systems. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May provide functional direction to lower level assistants on assigned work.

OR

Works on a segment of a complex data processing scheme or broad system, as described for computer systems analyst, level III. Works independently on routine assignments and receives instructions and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alignment with the overall system.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

03103 COMPUTER SYSTEMS ANALYST III (N)

Applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing; finance management; engineering, accounting, or statistics; logistics planning; material management, etc. Usually, there are multiple users of the system, however, there may be complex one-user systems, e.g., for engineering or research projects. Requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources is responsible for recognizing probable conflicts and integrating diverse data elements and sources. Produces innovative solutions for a variety of complex problems.

Maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. Guides users in formulating requirements; advises on alternatives and on the implications of new or revised data processing systems; analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies; recommends optimum approach and develops system design for approved projects. Interprets information and informally arbitrates between system users when conflicts exist. May serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs.

Supervision and nature of review are similar to level II; existing systems provide precedents for the operation of new subsystems.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

03160 PERIPHERAL EQUIPMENT OPERATOR (N)

Operates peripheral equipment which directly supports digital computer operations. Such equipment is uniquely and specifically designed for computer applications, but need not be physically or electronically

connected to a computer. Printers, plotters, card readers/punchers, tape readers, tape units or drives, disk units or drives, and data display units are examples of such equipment.

The following duties characterize the work of a Peripheral Equipment Operator:

- Loading printers and plotters with correct paper; adjusting controls for forms, thickness, tension, printing density, and location; and unloading hard copy;
- Labeling tape reels, disks or card decks;
- Checking labels and mounting and dismounting designated tape reels or disks on specified units or drives;
- Setting controls which regulate operation of the equipment;
- Observing panel lights for warnings and error indications and taking appropriate action;
- Examining tapes, cards, or other material for creases, tears, or other defects which could cause processing problems.

Excludes workers (1) who monitor and operate a control console or a remote terminal, or (2) whose duties are limited to operating decollators, busters, separators, or similar equipment.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

15-1041 COMPUTER SUPPORT SPECIALIST (N)

Provide technical assistance to computer system users. Answer questions or resolve computer problems for clients in person, via telephone or from remote location. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

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21071 FORKLIFT OPERATOR (N)

Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.

Education: High school diploma or equivalent and fluent in the English language. Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

11150 JANITOR (N)

Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.

Excluded are:

- Workers who specialize in window washing.
- Housekeeping staff who make beds and change linens as a primary responsibility.
- Workers required to disassemble and assemble equipment in order to clean machinery.
- Workers who receive additional compensation to maintain sterile facilities or equipment.

Education: High school diploma or equivalent and fluent in the English language.

Experience: Minimum of 2 years experience in the stated position.

11210 LABORER, GROUNDS MAINTENANCE (N)

Maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks: Cuts grass, using walking-type or riding mowers (less than 2000 lbs.). Trims hedges and edges around walks, flower beds, and wells, using hedge trimmers, clippers and edging tools. Prunes shrubs and trees to shape and improve growth, using shears and other hand tools. Sprays lawn, shrubs, and trees with fertilizer or insecticide. Plants grass, flowers, trees, and shrubs. Waters lawn and shrubs during dry periods, using hose or activating sprinkler system. Picks up and burns or carts away leaves, paper or other litter. Removes snow from walks, driveways, roads, or parking lots, using shovel and snow blower. Spreads salt on walkways and other areas. Repairs and paints fences, gates, benches, tables,

guardrails, and outbuildings. Assists in repair of roads, walks, buildings, and mechanical equipment. May clean comfort stations, office and workshop areas, and parking lots by sweeping, washing, mopping and polishing.

Education: High school diploma or equivalent and fluent in the English language.

Experience: Minimum of 2 years experience in the stated position.

21020 MATERIAL COORDINATOR (N)

Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. Reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material. Requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material. Arranges for in-plant transfer of materials to meet production schedules. Arranges with department supervisors for repair and assembly of material and its transportation to various departments. Examines material delivered to production departments to verify if type specified. May monitor and control movement of material and parts along conveyor system, using remote-control panelboard. May compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine. May compile report of quantity and type of material on hand. May move or transport material from one department to another, using hand truck or industrial truck. May compile perpetual production records in order to locate material in process of production, using manual or computerized system. May maintain employee records.

Education: High school diploma or equivalent and fluent in the English language. Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

21040 MATERIAL HANDLING LABORER (N)

Performs physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: Manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow.

Excluded from this definition are workers whose primary function involves:

- Participating directly in the production of goods (e.g., moving items from one production station to another or placing them on or removing them from the production process);
- Stocking merchandise for sale;
- Counting or routing merchandise;
- Operating a crane or heavy-duty motorized vehicle such as forklift or truck;
- Loading and unloading ships (longshore workers);
- Traveling on trucks beyond the establishment's physical location to load or unload merchandise.

Education: High school diploma or equivalent and fluent in the English language.

Experience: Minimum of 2 years experience in the stated position.

21050 ORDER FILLER (N)

Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. May, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties.

Education: High school diploma or equivalent and fluent in the English language. Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

21100 SHIPPING/RECEIVING CLERK (N)

Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual non-routine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received.

Shipping duties typically involve the following: Verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading.

Receiving duties typically involve the following: Verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records;

checking for damaged goods; insuring that goods are appropriately identified for routing to departments within the establishment; preparing and keeping records of goods received.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

21130 SHIPPING PACKER (N)

Prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers and may involve one or more of the following: Knowledge of various items of stock in order to verify content; selection of appropriate type and size of container; inserting enclosures in container; using excelsior or other material to prevent breakage or damage; closing and sealing container; and applying labels or entering identifying data on container. Exclude packers who also make wooden boxes or crates.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

21140 STORE WORKER I (N)

Performs the following tasks at an establishment whose primary function is that of the resale of merchandise in a retail environment. Will move merchandise by use of non-motorized equipment that is intended for display and resale purposes. Will include the cleaning of merchandise on or in display fixtures utilizing various merchandise techniques common to retail trade. Merchandise may be displayed by a predetermined placement system using labels or other identifying marks. Will maintain the display sales area by straightening merchandise to give a neat, full, and salable appearance, removing damaged or outdated merchandise, and displaying merchandise in such a manner to maintain freshness and sale dates. May determine display or sale requirements from existing inventory. May be required to keep inventory forms of merchandise stocked and merchandise returned to storage. May be required to affix labels to merchandise indicating sale price, item description, or other information. May be required to offer customer or patron assistance with the location or selection of merchandise.

Education: High school diploma or equivalent and fluent in the English language.

Experience: Minimum of 2 years experience in the stated position.

21150 STOCK CLERK (Shelf Stocker; Store Worker II) (N)

Receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoice. Examines stock to verify conformance to specifications. Stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material. Fills orders or issues supplies from stock. Prepares periodic, special or perpetual inventory of stock. Requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments. May mark identifying codes, figures, or letters on articles. May distribute stock among production workers, keeping records of material issued. May make adjustments or repairs to articles carried in stock. May cut stock to size to fill order.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

21210 TOOLS AND PARTS ATTENDANT (Tool Crib Attendant) (N)

Receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in industrial establishment. Keeps records of tools issued to and returned by workers. Searches for lost or misplaced tools. Prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed. Unpacks and stores new equipment. Visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn-out equipment to superiors. May coat tools with grease or other preservative, using brush or spray gun. May attach identification tags or engrave identifying information on tools and equipment, using electric marking tool.

Education: High school diploma or equivalent and fluent in the English language

Experience: Minimum of 2 years experience in the stated position.

21400 WAREHOUSE SPECIALIST (Warehouse Worker) (N)

As directed, performs a variety of warehousing duties which require an understanding of the establishment's storage plan. Work involves most of the following: Verifying materials (or merchandise) against receiving

documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties. Exclude workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift Operator).

Education: High school diploma or equivalent and fluent in the English language. Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

23160 ELECTRICIAN, MAINTENANCE (N)

Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Education: High school diploma or equivalent and fluent in the English language. Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

23181 ELECTRONICS TECHNICIAN, MAINTENANCE I (N)

Applies technical knowledge to perform simple or routine tasks following detailed instructions. Performs such tasks as replacing components and wiring circuits; repairing simple electronic equipment; and taking test readings using common instruments such as digital multimeters, signal generators, semiconductor testers, curve tracers, and oscilloscopes.

Receives technical guidance, as required, from supervisor or higher level technician. Work is spot-checked for accuracy.

Education: High school diploma or equivalent and fluent in the English language. Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

23182 ELECTRONICS TECHNICIAN, MAINTENANCE II (N)

Applies comprehensive technical knowledge to solve complex problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence and in selecting tools and testing instruments. Receives technical guidance, as required, from supervisor or higher level technician, and work is reviewed for compliance with accepted practices. May provide technical guidance to lower level technicians.

Education: High school diploma or equivalent and fluent in the English language. Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

23183 ELECTRONICS TECHNICIAN, MAINTENANCE III (N)

Applies advanced technical knowledge to solve unusually complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering changes. Work typically requires a detailed understanding of the interrelationships of circuits. Exercises independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow. Uses complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. May provide technical guidance to lower level technicians.

Education: High school diploma or equivalent and fluent in the English language. Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

23370 GENERAL MAINTENANCE WORKER (N)

Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work

involves a variety of the following duties: Replacing electrical receptacles, wires, switches, fixtures, and motors; using plaster or compound to patch minor holes and cracks in walls and ceilings; repairing or replacing sinks, water coolers, and toilets; painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks; replacing damaged panelling and floor tiles; hanging doors and installing door locks; replacing broken window panes; and performing general maintenance on equipment and machinery.

Excluded are:

- Craft workers included in a formal apprenticeship or progression program based on training and experience;
- Skilled craft workers required to demonstrate proficiency in one or more trades;
- Workers performing simple maintenance duties not requiring practical skill and knowledge of a trade (e.g., changing light bulbs and replacing faucet washers).

Education: High school diploma or equivalent and fluent in the English language. Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

23530 MACHINERY MAINTENANCE MECHANIC (N)

Repairs machinery or mechanical equipment. Work involves most of the following: Examining machines and mechanical equipment to diagnose source of trouble; dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs; preparing written specifications for major repairs or for the production of parts ordered from machine shops; reassembling machines and making all necessary adjustments for operation. In general, the work of a Machinery Maintenance Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose primary duties involve setting up or adjusting machines.

Education: High school diploma or equivalent and fluent in the English language. Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

23550 MACHINIST, MAINTENANCE (N)

Produces replacement parts and new parts in making repairs of metal parts of mechanical equipment. Work involves most of the following: Interpreting written instructions and specifications; planning and laying out of work; using a variety of machinist's hand tools and precision measuring instruments; setting up and operating standard machine tools; shaping of metal parts to close tolerances; making standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining; knowledge of the working properties of the common metals; selecting standard materials, parts, and equipment required for this work; and fitting and assembling parts into mechanical equipment. In general, the machinist's work normally requires a rounded training in machine-shop practice usually acquired through a formal apprenticeship or equivalent training and experience.

Education: High school diploma or equivalent and fluent in the English language. Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

23790 PIPEFITTER, MAINTENANCE (N)

Installs or repairs water, steam, gas or other types of pipe and pipefittings. Work involves most of the following: Laying out work and measuring to locate position of pipe from drawings or other written specifications; cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines; threading pipe with stocks and dies, bending pipe by hand-driven or power-driven machines; assembling pipe with couplings and fastening pipe to hangers; making standard shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the maintenance pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.

Education: High school diploma or equivalent and fluent in the English language. Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

23800 PLUMBER, MAINTENANCE (N)

Assembles, installs and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes. Studies building plans and working drawings to determine work aids required and sequence of installations. Inspects structure to ascertain obstructions to be avoided to prevent

weakening of structure resulting from installation of pipe. Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, spirit level and plumb bob. Cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools. Cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine. Bends pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand. Assembles and installs valves, pipe fittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic, using hand tools and power tools. Joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and calks joints. Fills pipe system with water or air and reads pressure gauges to determine whether system is leaking. Installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. Repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains. May weld holding fixtures to steel structural members.

Education: High school diploma or equivalent and fluent in the English language. Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

SIN 736-4

13041 ILLUSTRATOR I (N)

Duties require the ability to use common media such as tempera, oils, pen-and-ink, or pencil with average skill. Copies drawings, either by tracing or freehand. Applies coloring or wash to line drawings; letters by hand or by use of templates; and does detail or background work on illustrations which have been prepared by an illustrator of higher grade. When working with scientific subjects and technical equipment, acquires basic knowledge of subject matter field and develops information about the field of work that will be illustrated. When working in the general fields of illustrating, acquires necessary information about subject of the illustrations or applies general knowledge to the subject.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

13042 ILLUSTRATOR II (N)

This worker usually is assigned to projects involving several of the common art media such as pen-and-ink, pencil, tempera, wash, oils, and airbrush over a period of time. These projects require the illustrator to be proficient in the use of these media and in executing acceptable drawings in many styles. Generally speaking, Illustrator II executes drawings that have been conceived by others and presented in the form of rough sketches. Does not exercise an extensive knowledge of the subject matter involved when preparing medical, scientific or technical equipment illustrations. Acquires information about the subject assigned to illustrate and develop a background of subject matter knowledge through carrying out these illustrating assignments. However, the kind of illustrating work assigned does not require an extensive prior knowledge about the subjects illustrated.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

13043 ILLUSTRATOR III (N)

The projects to which this worker is assigned usually involve several of the common art media (as in the case of Illustrator II), but the illustrations themselves typically require a higher degree of skill in the use of many of the media. This degree of skill is required because (a) the speed with which the illustration must be completed requires the ability to work quickly and competently in order to produce an acceptable finished product within the available time limit; (b) the illustration calls for the use of fine detail, special artistic effects, or an unusual use of the chosen medium; or (c) the method of reproduction, the use to which the illustration is to be put, or the information or artistic results desired calls for exceptional care and skill in the use of the medium.

The themes illustrated may be either concrete in nature or they may represent ideas and abstract concepts. The illustrations differ from those typical of Illustrator II in that they are expected to interpret the publications, chart, poster, or exhibit in which they appear, while Illustrator II presents factual rather than interpretative material. Illustrator III is required to have a knowledge of a specialized subject matter field such as medicine, science, or technical equipment. Prepares illustrations that are designed to reproduce the appearance of specific medical or scientific specimens or of pieces of technical equipment.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

13047 LIBRARIAN (N)

Maintains library collections of books, serial publications, documents, audiovisual and other materials and assists groups and individuals in locating and obtaining materials. Furnishes information on library activities, facilities, rules and services. Explains and assists in use of reference sources, such as card or book catalog or book and periodical indexes to locate information. Issues and receives materials for circulation or use in library. Assembles and arranges displays of books and other library materials. Maintains reference and circulation materials. Answers correspondence on special reference subjects. May compile list of library materials according to subjects or interests. May select, order, catalog and classify materials.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

13050 LIBRARY TECHNICIAN (N)

Provides information service, such as answering questions regarding card catalogs, and assists in the use of bibliographic tools, such as Library of Congress catalog. Performs routine cataloging of library materials. Files cards in catalog drawers according to system used. Answers routine inquiries, and refers persons requiring professional assistance to Librarian. Verifies bibliographic information on order requests. Works or directs workers in maintenance of stacks or in section of department or division, such as ordering or receiving section of acquisitions department, card preparation activities in catalog department, or limited loan or reserve desk operation of circulation department.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

13071 PHOTOGRAPHER I (N)

Takes routine pictures in situations where several shots can be taken. Uses standard still cameras for pictures lacking complications, such as speed, motion, color contrast, or lighting. Photographs are taken for identification, employee publications, information, or publicity purposes. Workers must be able to focus, center, and provide simple flash-type lighting for an uncomplicated photograph. Typical subjects are employees who are photographed for identification, award ceremonies, interviews, banquets or meetings; or external views of machinery, supplies, equipment, building, damaged shipments, or other subjects photographed to record conditions. Assignments usually are performed without direct guidance due to the clear and simple nature of the desired photograph.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

13072 PHOTOGRAPHER II (N)

Uses standard still cameras, commonly available lighting equipment and related techniques to take photographs which involve limited problems of speed, motion, color contrast, or lighting. Typically, the subject photographed are similar to those at Level I, but the technical aspects require more skill. Based on clear-cut objectives, determines shutter speeds, lens settings and filters, camera angles, exposure times, and type of film. Requires familiarity with the situation gained from similar past experience to arrange for specific emphasis, balanced lighting, and correction for distortion, etc., as needed. May use 16mm or 35mm motion picture cameras for simple shots such as moving equipment or individuals at work or meetings, where available or simple artificial lighting is used. Ordinarily, there is opportunity for repeated shots or for retakes if the original exposure is unsatisfactory. Consults with supervisor or more experienced photographers when problems are anticipated.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

13073 PHOTOGRAPHER III (N)

Selects from a range of standard photographic equipment for assignments demanding exact renditions, normally without opportunity for later retakes, when there are specific problems or uncertainties concerning lighting, exposure time, color, artistry, etc. Discusses technical requirements with operating officials or supervisor and customizes treatment for each situation according to a detailed request. Varies camera processes and techniques and uses the setting and background to produce esthetics, as well as accurate and informative, pictures. Typically, standard equipment is used at this level although "specialized" photography usually is performed; may use some special-purpose equipment under closer supervision.

In typical assignments, photographs: (1) drawings, charts, maps, textiles, etc., requiring accurate computation of reduction ratios and exposure times and precise equipment adjustments; (2) tissue specimens in fine detail and exact color when color and condition of the tissue may deteriorate rapidly; (3) medical or surgical procedures or conditions which normally cannot be recaptured; (4) machine or motor parts to show wear or corrosion in minute wires or gears; (5) specialized real estate, goods and products for catalogs or listings when salability is enhanced by the photography; (6) work, construction sites, or patrons in prescribed detail to substantiate legal claims, contracts, etc.; (7) artistic or technical design layouts requiring precise equipment settings; and (8) fixed objects on the ground or air-to-air objects which must be captured quickly and require directing the pilot to get the correct angle of approach. Works independently; solves most problems through consultations with more experienced photographers, if available, or through reference sources.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

13074 PHOTOGRAPHER IV (N)

Uses special-purpose cameras and related equipment for assignments in which the photographer usually makes all the technical decisions, although the objective of the pictures is determined by operating officials. Conceives and plans the technical photographic effects desired by operating officials and discusses modifications and improvements to their original ideas in light of the potential and limits of the equipment. Improvises photographic methods and techniques or selects and alters secondary photographic features (e.g., scenes, backgrounds, colors, lighting). Many assignments afford only one opportunity to photograph the subject. Typical examples of equipment used at this level include ultra-high speed, motion picture production, studio television, animation cameras, specialized still and graphic cameras, electronic timing and triggering devices, etc.

Some assignments are characterized by extremes in light values and the use of complicated equipment. Sets up precise photographic measurement and control equipment; uses high speed color photography, synchronized stroboscopic (interval) light sources, and/or timed electronic triggering; operates equipment from a remote point; or arranges and uses cameras operating at several thousand frames per second. In other assignments, selects and sets up motion picture or television cameras and accessories and shoots a part of a production or a sequence of scenes, or takes special scenes to be used for background or special effects in the production. Works under guidelines and requirements of the subject-matter area to be photographed. Consults with supervisors only when dealing with highly unusual problems or altering existing equipment.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

13075 PHOTOGRAPHER V (N)

As a top technical expert, exercises imagination and creative ability in response to photography situations requiring novel and unprecedented treatment. Typically performs one or more of the following assignments: (1) develops and adapts photographic equipment or processes to meet new and unprecedented situations, e.g., works with engineers and physicists to develop and modify equipment for use in extreme conditions such as excessive heat or cold, radiation, high altitude, under water, wind and pressure tunnels, or explosions; (2) plans and organizes the overall technical photographic coverage for a variety of events and developments in phases of a scientific, industrial, medical, or research project; or (3) creates desired illusions or emotional effects by developing trick or special effects photography for novel situations requiring a high degree of ingenuity and imaginative camera work to heighten, simulate, or alter reality.

Independently develops, plans, and organizes the overall technical photographic aspects of assignments in collaboration with operating officials who are responsible for project substance. Uses imagination and creative ability to implement objectives within the capabilities and limitations of cameras and equipment. May exercise limited control over the substance of events to be photographed by staging actions, suggesting behavior of the principals, and rehearsing activities before photographs are taken.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

07100 FOOD SERVICE WORKER (Cafeteria Worker) (N)

Performs a variety of tasks concerned with the preparation and serving of foods and beverages. Washes, peels, scrapes, and cuts vegetables and fruits. Prepares simple salads and toast. Cuts butter and slices cakes and pies. Makes coffee, tea, and other beverages. Dishes out portions of foods on trays or plates, and pours

beverages. Prepares dining and serving areas by setting up counters, stands, and tables. Places food containers in serving order, fills salt and pepper shakers, and places linen and silverware on tables. Scrapes, washes, and sorts dishes, glassware, and silverware. Cleans kitchen equipment, pots and pans, counters, and tables. Sweeps and mops floors.

Education: High school diploma or equivalent and fluent in the English language. Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

99030 CASHIER (N)

Receives cash from customers or employees in payment for goods or services and records amounts received. Recomputes or computes bill, itemized lists, and tickets showing amount due, using adding machine or cash register. Makes change, cashes checks, and issues receipts or tickets to customers. Records amounts received and prepares reports of transactions. Reads and records totals shown on cash register tape and verifies against cash on hand. May make credit card transactions. May be required to know value and features of items for which money is received. May give cash refunds or issue credit memorandums to customers for returned merchandise. May operate ticket-dispensing machine. May sell candy, cigarettes, gum and gift certificates, and issue trading stamps. Usually employed in restaurants, cafeterias, theaters, retail stores, and other establishments.

Education: High school diploma or equivalent and fluent in the English language. Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

99050 DESK CLERK (N)

Performs any combination of the following duties for guests of hotel, motel, or other lodging facility: Registers and assigns rooms to guests. Issues and receives room keys. Date-stamps, sorts, and racks incoming mail and messages. Receives and transmits messages, using equipment such as telephone switchboard, console, telegraph, and Teletype. Answers inquiries pertaining to establishment services, shopping, dining, entertainment, and travel directions. Keeps records of room availability and guests' accounts. Computes bill, collects payment, and makes change for guests. Makes and confirms room reservations. May post charges such as room, food, liquor, or telephone to cash books by hand or machine. May make restaurant, transportation, or entertainment reservations, and arrange for tours. May deposit guests' valuables in safe or safe-deposit box. May sell tobacco, candy, and newspapers.

Education: High school diploma or equivalent and fluent in the English language. Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

99300 LIFEGUARD (N)

Monitors activities at swimming pool to prevent accidents and to provide assistance to swimmers. Maintains order in pool and pool areas. Rescues swimmers in danger of drowning, and administers first aid. Inspects facilities for cleanliness, and cleans pool and pool areas, including bath house. Determines chlorine content and pH value of water, using water testing kit, and records readings. May check in and out items such as towels and personal items, including rings, watches and apparel. May conduct or officiate at swimming meets. May give swimming instruction.

Education: High school diploma or equivalent and fluent in the English language. Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

SIN 736-5

29030 CARTOGRAPHIC TECHNICIAN (N)

Provides technical assistance to professional Cartographers in connection with the construction or revision of maps and charts. Work involves the solution of technical problems that require primarily the application of a practical knowledge of the methods and techniques by which maps and charts are constructed. Performs any or a combination of duties such as collecting, evaluating and selecting source materials; compiling information from source materials and developing a plan for using the information in accordance with product specifications; obtaining reliable measurements of earth's surface features such as elevations and distances from photographs by using photogrammetric techniques and equipment; using drafting tools and automated equipment to make maps and charts; assembling aerial photographs into mosaics; and reviewing and editing map and chart manuscripts.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

29040 CIVIL ENGINEERING TECHNICIAN (N)

Assists Civil Engineer in application of principles, methods, and techniques of civil engineering technology. Reviews project specifications and confers with Civil Engineer concerning assistance required, such as plan preparation, acceptance testing, evaluation of field conditions, design changes, and reports. Conducts materials testing and analysis, using tools and equipment and applying engineering knowledge necessary to conduct tests. Prepares reports detailing tests conducted and their results. Surveys project sites to obtain and analyze topographical details of sites, using maps and surveying equipment. Drafts detailed dimensional drawings such as those needed for highway plans, structural steel fabrication, and water control projects, performing duties as described under Drafter. Calculates dimensions, profile specifications, and quantities of materials such as steel, concrete, and asphalt, using calculator.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

29061 DRAFTER I (N)

Prepares drawings of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints. Selects appropriate templates or uses a compass and other equipment needed to complete assignments. Drawings fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy.

Typical assignments include:

- From marked-up prints, revises the original drawings of a plumbing system by increasing pipe diameters.
- From sketches, draws building floor plans, determining size, spacing and arrangement of freehand lettering according to scale.
- Draws simple land profiles from predetermined structural dimensions and reduced survey notes.
- Traces river basin maps and enters symbols to denote stream sampling locations, municipal and industrial waste discharges, and water supplies.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

29062 DRAFTER II (N)

Prepares various drawings of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting techniques and a working knowledge of the terms and procedures of the occupation. Makes arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches or specifications which clearly depict the desired product.

Typical assignments include:

- From a layout and manual references, prepares several views of a simple gear system. Obtains dimensions and tolerances from manuals and by measuring the layout.
- Prepares and revises detail and design drawings for such projects as the construction and installation of electrical or electronic equipment, plant wiring, and the manufacture and assembly of printed circuit boards. Drawings typically include details of mountings, frames, guards, or other accessories; conduit layouts; or wiring diagrams indicating transformer sizes, conduit locations and mountings.
- Draws base and elevation views, sections, and details of new bridges or other structures; revises complete sets of roadway drawings for highway construction projects; or prepares block maps, indicating water and sewage line locations.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

29063 DRAFTER III (N)

Prepares complete sets of complex drawings which include multiple views, detail drawings, and assembly drawings. Drawings include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material, etc. Works from sketches,

models, and verbal information supplied by an engineer, architect, or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. Selects required information from precedents, manufacturers' catalogs, and technical guides. Independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems. Typical assignments include:

- From layouts or sketches, prepares complete sets of drawings of test equipment to be manufactured. Several cross-sectional and subassembly drawings are required. From information supplied by the design originator and from technical handbooks and manuals, describes dimensions, tolerances, fits, fabrication techniques, and standard parts to use in manufacturing the equipment.
- From electronic schematics, information as to maximum size, and manuals giving dimensions of standard parts, determines the arrangement and prepares drawing of printed circuit boards.
- From precedents, drafting standards, and established practices, prepares final construction drawings for floodgates, navigation locks, dams, bridges, culverts, levees, channel excavations, dikes and berms; prepares boring profiles, typical cross-sections, and land profiles; and delineates related topographical details as required.
- Prepares final drawings for street paving and widening or for water and sewer lines having complex trunk lines; reduces field notes and calculates true grades. From engineering designs, lays out plan, profile and detail appurtenances required; and notifies supervisor of conflicting details in design.

Excludes drafter performing work of similar difficulty to that described at this level but who provide support for a variety of organizations which have widely differing functions or requirements.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

29064 DRAFTER IV (N)

Works closely with design originators, preparing drawings of unusual, complex, or original designs which require a high degree of precision. Performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. Assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced. Exercises independent judgment in selecting and interpreting data based on a knowledge of the design intent. Although working primarily as a drafter, may occasionally interpret general designs prepared by others to complete minor details. May provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

29081 ENGINEERING TECHNICIAN I (N)

Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. Performs one or a combination of such typical duties as:

- Assembles or installs equipment or parts requiring simple wiring, soldering, or connecting.
- Performs simple or routine tasks or tests such as tensile or hardness tests; operates and adjusts simple test equipment; records test data.
- Gathers and maintains specified records of engineering data such as tests, drawings, etc.; performs computations by substituting numbers in specified formulas; plots data and draws simple curves and graphs.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

29082 ENGINEERING TECHNICIAN II (N)

Performs standardized or prescribed assignments involving a sequence of related operations. Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical adequacy of routine work is reviewed on completion; nonroutine work may also be reviewed in progress. Performs at this level one or a combination of such typical duties as:

- Following specific instructions, assembles or constructs simple or standard equipment or parts; may service or repair simple instruments or equipment.
- Conducts a variety of tests using established methods. Prepares test specimens, adjusts and operates equipment, and records test data, pointing out deviations resulting from equipment malfunction or observational errors.
- Extracts engineering data from various prescribed but nonstandardized sources; processes the data following well-defined methods including elementary algebra and geometry; presents the data in prescribed form.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

29083 ENGINEERING TECHNICIAN III (N)

Performs assignments that are not completely standardized or prescribed. Selects or adapts standard procedures or equipment, using fully applicable precedents. Receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed; performs recurring work independently; work is reviewed for technical adequacy or conformity with instructions. Performs at this level one or a combination of such typical duties as:

- Constructs components, subunits, or simple models or adapts standard equipment. May troubleshoot and correct malfunctions.
- Follows specific layout and scientific diagrams to construct and package simple devices and subunits of equipment.
- Conducts various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement; selects, sets up, and operates standard test equipment and records test data.
- Extracts and compiles a variety of engineering data from field notes, manuals, lab reports, etc.; processes data, identifying errors or inconsistencies; selects methods of data presentation.
- Assists in design modification by compiling data related to design, specifications, and materials which are pertinent to specific items of equipment or component parts. Develops information concerning previous operational failures and modifications. Uses judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

29084 ENGINEERING TECHNICIAN IV (N)

Performs non-routine assignments of substantial variety and complexity, using operational precedents which are not fully applicable. Such assignments, which are typically parts of broader assignments, are screened to eliminate unusual design problems. May also plan such assignments. Receives technical advice from supervisor or engineer; work is reviewed for technical adequacy (or conformity with instructions). May be assisted by lower level technicians and have frequent contact with professionals and others within the establishment. Performs at this level one or a combination of such typical duties as:

- Develops or reviews designs by extracting and analyzing a variety of engineering data. Applies conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings and parts lists. Examples of designs include: detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts.
- Conducts tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures; sets up and operates equipment; records data, measures and records problems of significant complexity that sometimes require resolution at a higher level; and analyzes data and prepares test reports.
- Applies methods outlined by others to limited segments of research and development projects; constructs experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary; and records and evaluates data and reports findings.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

29085 ENGINEERING TECHNICIAN V (N)

Performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project. Selects and adapts plans, techniques, designs, or layouts. Contacts personnel in related activities to resolve problems and coordinate the work; reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches; completed work is reviewed for technical adequacy and satisfaction of requirements. May train and be assisted by lower level technicians. Performs at this level one or a combination of such typical duties as:

- Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results.
- From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements which are difficult to satisfy such as engine parts,

research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design.

- Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results, and prepares reports on findings and recommendations.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

29086 ENGINEERING TECHNICIAN VI (N)

Independently plans and accomplishes complete projects or studies of broad scope and complexity. Or serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters; completed work is reviewed for compliance with overall project objectives. May supervise or train and be assisted by lower level technicians. Performs, at this level, one or a combination of such typical duties as: Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid state devices for instrumentation equipment).

Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system. Designs and coordinates test set ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies. Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

29090 ENVIRONMENTAL TECHNICIAN (N)

Conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies. Conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition of solid, liquid, or gaseous materials and substances, using pH meter, chemicals, autoclaves, centrifuge spectrophotometer, microscope, analytical instrumentation, and chemical laboratory equipment. Collects samples of gases from smokestacks, and collects other air samples and meteorological data to assist in evaluation of atmospheric pollutants. Collects water samples from streams and lakes, or raw, semi-processed or processed water, industrial waste water, or water from other sources to assess pollution problem. Collects soil, silt, or mud to determine chemical composition and nature of pollutants. Prepares sample for testing, records data, and prepares summaries and charts for review. Sets monitoring equipment to provide flow of information. Installs, operates, and performs routine maintenance on gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation. May operate fixed or mobile monitoring or data collection station. May conduct bacteriological or other tests related to research in environmental or pollution control activity. May collect and analyze engine exhaust emissions to determine type and amount of pollutants. May specialize in one phase or type of environmental pollution or protection and be identified according to specialty.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

29360 PARALEGAL/LEGAL ASSISTANT (Occupational Base) (N)

Performs a variety of legal assistance duties in an office providing legal assistance to attorneys or litigation teams. The paralegal analyzes the legal impact of legislative developments and administrative and judicial decisions, opinions, determinations, and rulings; conducts research for the preparation of legal opinions on

matters of interest; performs substantive legal analysis of requests for information under the provisions of various acts; or other similar legal support functions which require discretion and independent judgment in the application of specialized knowledge of laws, precedent decisions, regulations, agency policies, and judicial or administrative proceedings. Such knowledge is less than that represented by graduation from a recognized law school, and may have been gained from formalized, professionally instructed agency or educational institution training or from professionally supervised on-the-job training. While the paramount knowledge requirements of this occupational class are legal, some positions may also require a practical knowledge of subject matter areas related to the agency's substantive programs.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

29361 PARALEGAL/LEGAL ASSISTANT I (N)

Work is performed under close supervision, with required assistance readily available. Work includes, typically, several of the following duties:

- Consults prescribed sources of information for facts relating to matters of interest to the program;
- Reviews documents to extract selected data and information relating to specific items;
- Reviews and summarizes information in prescribed format on case precedent and decisions;
- Searches and extracts legal references in libraries and computer-data banks;
- Attends hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assists in the presentation of charts and other visual information.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

29362 PARALEGAL/LEGAL ASSISTANT II (N)

At this level, the incumbent, exercises more independent judgment than at the level I position. In this capacity the incumbent:

- Reviews case materials to become familiar with questions under consideration;
- Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents;
- Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law;
- Interviews potential witnesses and prepares summary interview reports for the attorney's review;
- Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage;
- Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits;
- Verifies citations and legal references on prepared legal documents;
- Prepares summaries of testimony and depositions;
- Drafts and edits nonlegal memoranda, research reports and correspondence relating to cases.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

29363 PARALEGAL/LEGAL ASSISTANT III (N)

At this level, participates in the substantive development of cases by performing the following functions:

- Analyzes and evaluates case files against litigation worthiness standards;
- Notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated) before sending the case on to the concerned trial attorney;
- Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys;
- Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity;
- Interviews relevant personnel and potential witnesses to gather information;
- Reviews and analyzes relevant statistics;
- Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation;
- Consults with statistical experts on reliability evaluations;
- May testify in court concerning relevant data.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

29364 PARALEGAL/LEGAL ASSISTANT IV (N)

At this level, assists in the evaluation, development and litigation of cases by performing the following duties:

- Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law;
- Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information;
- Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence;
- Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns;
- Reviews economic trends and forecasts at the national and regional level to evaluate the impact of successful prosecution and potential remedial provisions of ongoing investigations and litigation;
- Identifies types of record keeping systems and types of records maintained which would be relevant. Gathers, sorts, and interprets data from various record systems including computer information systems;
- Interviews potential witnesses for information and prepares witnesses for court appearances;
- Develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data for case litigation. Prepares charts, graphs, and tables to illustrate results;
- Analyzes data, develops recommendations and justifications for the attorney(s) who will take the matter to court. Continues to work with the attorney(s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files;
- May appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

29210 LABORATORY TECHNICIAN (Laboratory Tester) (N)

Performs laboratory tests according to prescribed standards to determine chemical and physical characteristics or composition of solid, liquid, or gaseous materials and substances for purposes such as quality control, process control, product development, or determining conformity to specifications. Sets up and adjusts laboratory apparatus and operates grinders, agitators, centrifuges, ovens, condensers, and vibrating screens to prepare material for testing according to established laboratory procedure. Performs physical tests on samples of cement or raw materials and controls quality of materials and mix during manufacturing process. Tests raw materials, such as aggregate, limestone, and sand, for such qualities as permeability, load-bearing capacity, or cohesiveness. Tests dry and liquid substances used as ingredients in adhesives, propellants, lubricants, refractories, synthetic rubber, paint, paper, and other compounds for purity, viscosity, density, absorption or burning rate, melting point, or flash point, using viscosimeter, torsion balance scale, and pH meter. Tests solutions used in processes, such as anodizing, waterproofing, cleaning, bleaching, and pickling, for chemical strength, specific gravity, or other specifications. Tests materials for presence and content of elements or substances, such as hydrocarbons, manganese, natural grease or impurities, tungsten, sulfur, cyanide, ash or dust. Tests samples of manufactured products, such as cellophane or glassware, to verify conformity with heat resistance, tensile strength, ductility, and other specifications. Examines materials, using microscope. Records test results on standard forms, writes test reports describing procedures used, and prepares graphs and charts. Cleans and sterilizes laboratory apparatus. May prepare chemical solutions according to standard formulae. May add chemicals or raw materials to process solutions or product batches to correct deviations from specifications.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.

29480 TECHNICAL WRITER (N)

Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. Receives assignment from supervisor. Observes production, developmental, and experimental activities to determine operating procedure

and detail. Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. Studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or employee relations releases. May edit, standardize, or make changes to material prepared by other writers or plant personnel. May specialize in writing material regarding work methods and procedures.

Education: High school diploma or equivalent and fluent in the English language. College Degree or Technical School Certification in appropriate area of study.

Experience: Minimum of 2 years experience in the stated position.